

AGENDA FOR THE FULL COUNCIL MEETING OF TOTNES TOWN COUNCIL

MONDAY 5TH DECEMBER 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 5th December 2022** at **7.00pm** for a maximum of 120 minutes the purpose of transacting the following business:

1. WELCOME TO ALL ATTENDING AND OBSERVING

The Chair will read out the following statement:

Welcome to everyone attending and observing the meeting.

A reminder that open proceedings of this meeting will be video recorded. If members of the public make presentations, they will be deemed to have consented to being recorded. By entering the Council Chamber attendees are also consenting to being recorded.

This meeting is limited to 120 minutes and therefore members are asked to raise their points succinctly and not repeat the same view expressed by colleagues if it does not add to the debate.

2. APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS

To receive apologies and to confirm that any absence has the approval of the Council. The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.

The Committee will adjourn for the following items:

Reports from County and District Councillors.

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

The Council will convene to consider the following items:

3. CONFIRMATION OF MINUTES

To approve and sign the minutes of the following Meetings:

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

- a. Full Council 7th November 2022 – document attached.

To note the following minutes:

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

4. CONSIDERATION OF ANY MATTERS ARISING REQUIRING A DECISION

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

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

- a. Full Council 7th November 2022.
 - b. Council Matters 14th November 2022.
 - c. Planning Committee 21st November 2022.
 - d. Town Matters Committee 28th November 2022.
5. WAYFINDING
- a. To note a verbal update on Phase 1 of the Wayfinding project – including the noticeboard proposed for the Market Square. Verbal update.
 - b. To consider a list of locations for Phase 2 of the Wayfinding project for installation in February/March 2023. Document attached.
6. CLIMATE EMERGENCY
- a. To consider the Climate Emergency budget. Document attached.
 - b. To review the Climate Emergency Working Group Councillor membership. Document attached.
7. ARTS AND EVENTS WORKING GROUP
- a. To consider any urgent actions from the Arts and Events Working Group held on 16th November 2022. Document attached.
 - b. To note the letter of support from the Chamber of Commerce regarding the Totnes Festival which will need to be considered when setting the budget. Document attached.
8. CHAMBER OF COMMERCE COUNCILLOR REPRESENTATIVE
- To consider any changes to the current Councillor representatives to the Chamber of Commerce (currently Cllrs Price and Skinner, proposed Cllr Bennett). No document.
9. BUDGET FORECAST
- To note the latest budget forecast document for 2023/24. Councillors should note this does not required a decision, budget setting is scheduled for January 2023 Full Council. Document attached.
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 9th January 2023, 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.
13. STAFFING RE-ORGANISATION
- To ratify changes to tasks re-organisation within the administrator positions. Document to be circulated at the meeting.
14. ELMHIRST PROJECT
- To consider any update on the Elmhirst Site project and a review of the financial position (commercial). Verbal update.

Agenda produced by:
Catherine Marlton
Town Clerk
30th November 2022

USE OF SOUND RECORDINGS AT COUNCIL & COMMITTEE MEETINGS

The open proceedings of this Meeting will be audio and video recorded. If members of the public make a representation, they will be deemed to have consented to being recorded. By entering the Council Chamber or Zoom meeting, attendees are also consenting to being recorded.

Televised, vision and sound recordings or live broadcastings by members of the press or public at Council or Committee debates are permitted and anyone wishing to do so is asked to inform the Chairman of the respective Committee of their intention to record proceedings.

John Birch
SHDC Member for Totnes

Report to the Totnes Town Council
meeting to be held on Monday 5 December 2022

Road improvements to Mill Tail

For a while I have received several requests to comment on the poor condition of the road known as Mill Tail as well as inquires relating to possible improvements.

Mill Tail has not been adopted by Devon County Council and its ownership is unknown.

Recently there was a proposal to improve Mill Tail's road surface, as part of the planning application made by LRE, the company responsible for the improvement of its property at the rear of 23-25 Fore Street. For legal reasons it was not possible to include road improvements as part of the planning approval.

After receiving inquiries from neighbouring properties as to the Mill Tail road improvements I made contact with LRE and a meeting was organised between it and those owners and/or occupiers who use Mill Tail for access to their properties.

This meeting, which I chaired, took place on 22 November and was well attended by interested parties. LRE reported on the attempts it made to bring about the road improvement works but further funding was required to achieve an improvement to the full length of the road.

A productive discussion took place that resulted in a solution that will result in much needed improvements being carried out to the full length of the road in the early part of next year.

Baltic Wharf Development

Earlier this month I attended a pre application meeting at which Acorn presented its latest proposals for the development of the remainder of Baltic Wharf. Unfortunately the procedure relating to such applications does not allow me to reveal details but in any event I understand Acorn will be presenting its proposals to the Town Council in December.

In considering Acorn's proposals the Town Council may wish to take into account the following relevant policies of the Joint Local Plan relating to the development of the remainder of Baltic Wharf.

1. The JLP Policy TTV21 provides for an allocation of 190 dwellings, 95 of which have been built, leaving 95 outstanding. I am concerned that Acorn may propose a number in excess of the policy allocation resulting in overdevelopment. It is possible the increase in the number of dwellings may be at the expense of the boatyard that should be retained (TTV21-2)
2. The JLP Policy TTV21 provides for up to 80 assisted living units. I am concerned that this provision may be under threat. If so, evidence will need to be produced to show that there is no longer a requirement for an assisted living facility. This in my opinion is a key part of Policy TTV21 and as such should be provided.
3. The JLP Policy TTV21 requires the retention of the boatyard and its facilities. I fear there may be proposals for a reduction. Such a reduction would be contrary to JLP Policy TTV21-2 and should be resisted.
4. JLP Policy DEV14 along with the relevant Supplementary Planning Document requires the preservation of quayside employment facilities. The importance of the site is detailed in an independent economic report commissioned by SHDC. The SPD further requires that a market report should be produced to justify any change of use.
5. It is believed the site is contaminated. There will need to be a full investigation and mitigation plan as required by JLP Policy TTV21-3.

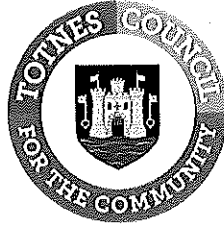
Council Tax Reduction

I attended a members' briefing on Council Tax Reduction and the following are the key points arising.

- Council tax reduction (or support) was introduced in April 2013 as a replacement for council tax benefit.
- Although it is designed to help residents on low incomes to pay their council tax, it is in fact a council tax discount rather than a benefit.
- Pensioner claims for council tax reduction are determined according to a national scheme set by Government.
- The district council can determine its own scheme for working age residents.
- Since April 2019 this has been a banded scheme, based on the net income of the claimant and their partner, if applicable.
- There are a few ways in which a customer can apply for council tax reduction. The main way is for the customer to go on-line and complete a form. The link is:
- <https://www.southhams.gov.uk/article/6643/Low-Income-Council-Tax-Reduction>
- A customer can also make a claim for council tax reduction as part of his/her claim for Universal Credit or Pension Credit. If they indicate on their application for Universal Credit or Pension Credit they wish to apply for CTR, the Council is notified of this by DWP and this notification can be used to assess any entitlement.

- 10.7% of the households in South Hams receive financial help through the CTR scheme and of those 5.7% are of working age.

Cllr John Birch
SHDC Member for Totnes
29 November 2022



Item 3A + 4A

DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 7TH NOVEMBER 2022 IN THE GUILDHALL

Present: Councillors E Price (Chair), M Adams, G Allen, T Bennett, S Collinson, J Cummings, J Hannam, J Hodgson, P Paine and B Piper.

Apologies: Cllrs Hendriksen, Oliver, Skinner, Stopp, Trow and Webberley.

In Attendance: District Cllrs Birch and Sweett, members of the press and public, C Marilton (Town Clerk), P Bethel (Town Sergeant).

1. WELCOME TO ALL ATTENDING AND OBSERVING

2. APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS

To receive apologies and to confirm that any absence has the approval of the Council. The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.

The apologies were received and accepted by majority. Cllr Bennett updated that he has become a trustee of the Daisy Play Centre and Rainbow Nursery.

The Committee will adjourn for the following items:

Reports from County and District Councillors.

- a. County Cllr Hodgson
- b. District Cllr Birch
- c. District Cllr Rose
- d. District Cllr Sweett

It was RESOLVED to suspend standing orders.

a. County Cllr (C Cllr) Hodgson had circulated a report and updated on: the financial problems being faced by Devon County Council (DCC); COP 27 and local climate change initiatives; and public transport. Cllrs asked about: what services would be affected by DCC funding cuts; road speed on Plymouth Road and insufficient pavements from Follaton Oak alongside Plymouth Road.

b. District Cllr (D Cllr) Birch had circulated a report and updated that there had been a reduction in recycling in the South Hams from 60 to 45 percent. Cllrs asked about what is happening with the market square work and investment zones. DCllr Birch explained that £200K was in the South Hams District Council (SHDC) budget for the market square works but this figure needs to be increased to more like £0.5M. The Clerk explained that there will be an interim uplift in the square to repair/replace benches and clean the surface, with further engineering scoping work required to determine the levels and drainage of the area for future resurfacing works.

- c. District Cllr Rose was not present and no report had been received.
- d. District Cllr Sweett updated on: the expression of interest process at SHDC for the investment zone; market square works; planned investment by Fusion in the Pavilion Leisure Centre – the original plan is no longer viable and Fusion are now working on a new investment plan. Cllrs asked whether the Pavilion issue is a legacy of use post-Covid or affected by cost of living; update on the skate park and the rugby club lease.

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 3rd October 2022.**

It was **RESOLVED** to approve and sign the minutes.

To note the following minutes:

- b. **Council Matters 10th October 2022.**

Noted.

- c. **Planning Committee 24th October 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 3rd October 2022.**

No matters arising.

- b. **Council Matters 10th October 2022.**

The recommendations under items 11 and 14 will be considered in Part 2.

- c. **Planning Committee 24th October 2022.**

Item 5 - Baltic Wharf. It was **RESOLVED** by majority that the Totnes Town Council fully supports in principle the aims and objectives set out in District Councillor McKay's report.

Item 6 – Overnight Parking at Longmarsh. It was **RESOLVED** unanimously that the Town Council supports the continuation of overnight parking at Longmarsh car park on the basis that SHDC makes longer term provision for potable water, toilets, showers and chemical toilet emptying at the site. This is to mitigate motorhome users emptying toilets into the hedges and river, and public defecation in the area which has been reported to the Council over the past couple of years.

Item 7 - Torbay Local Plan Housing Site Options Consultation. It was **RESOLVED** that the Town Council responds to the Torbay Local Plan Housing Site Options Consultation with the following comments:

AQMA - Consideration needs to be given to the planning impact and effects of more properties on neighbouring authorities. For example, the impact of developments and subsequent increase in vehicular journeys on the Air Quality Management Area along the A385 in Totnes, Berry Pomeroy and Dartington.

A robust green transport plan is needed for the Torbay area and the proposed housing site options.

A congestion charge zone should be incorporated into the development with revenues coming to Totnes to mitigate the impacts.

Flood Risk Assessment – how will the proposed site options impact on the adjacent area or infrastructure?

Water Treatment – a water treatment infrastructure plan needs to be devised, assessed and implemented and anaerobic digestion incorporated. There is already an issue with sewage problems along the bay's coastline. More discussion needs to be had on what water treatment provisions are planned alongside this increase in development to improve the water quality of the beaches.

5. NEIGHBOURHOOD PLAN

To consider the proposed modifications to Policy C12 – Former Dairy Crest Site.

It was **RESOLVED** by majority to approve the modified policy as follows:

Policy C12: Former Dairy Crest Site

Mixed-use redevelopment of the former Dairy Crest site for a range of business, commercial and community uses will be supported.

Flood risk mitigation measures (including improvements to the leat) must be included to both protect development on the site from flooding and reduce the risk of flooding elsewhere in Totnes. Works necessary for flood risk mitigation must maximise the developable area of the site.

Any such development must satisfy the following requirements:

Masterplan

Redevelopment of the site will be in accordance with a site-wide masterplan for mixed use of the site, addressing the following:

- a. Enhancement of biodiversity and habitats for the site as a whole and ecological connectivity with surrounding habitats including the ecological corridor of the River Dart and the South Hams Special Area of Conservation.
- b. High standards of design to:
 - i. Create a strong sense of place within the site and around the Brunel Building and the railway station
 - ii. Enhance the contribution the site makes to the character and quality of development of the town as a whole and integrate with the existing area
 - iii. Enhance the setting of the Brunel Building, Totnes Signal Box, and local non-designated heritage assets
- c. Provision of 62 homes, including live-work units, to meet local needs, including affordable housing in accordance with the other policies of this plan
- d. Provision of small units for commercial use to the maximum extent possible whilst meeting the other requirements of this policy, to:
 - i. Meet the needs of the local economy

- ii. Make best use of strategic functions of the site
- iii. Be in keeping with the design approach required above
- e. Restoration and reuse of the Brunel Building for community and public use.

Other Priorities

Where possible, existing rights of way adjacent to the site will be enhanced, including National Cycle Route 2, and new routes created within the site for pedestrians and cyclists, and access to open and green space increased.

6. PLANNING APPLICATION 3136/22/OPA

To make recommendations on planning application 3136/22/OPA - Hybrid planning application for mixed use development comprising: Outline Permission comprising circa 25 Residential Units, circa 20 Holiday Lodges, a Spa/Concierge building (circa 500sqm), circa 1100sqm Commercial space, demolition of existing structures (apart from Brunel building & chimney) provision of open space & surface water attenuation, parking & associated infrastructure. Full Permission for Change of Use of Brunel building. Former Dairy Crest Site, Totnes.

Cllr Hodgson declared an interest as a member of the SHDC Development Management Committee and will abstain on any vote.

It was **RESOLVED** by majority to object to the outline planning application and that an extraordinary Planning Committee would be called to formulate the wording of the objection.

4. CONSIDERATION OF ANY MATTERS ARISING (continued)

4c. Planning Committee

Item 8 - Traffic and Transport Forum. It was **RESOLVED** unanimously that the Town Council sends a letter of concern along with the petition to relevant stakeholders (including relevant Devon County Council officers) regarding the issues around recently amended and reduced bus services in and around Totnes.

It was **RESOLVED** unanimously that the Town Council:

- a. Considers the issue of pedestrian safety around the Lamb and Heaths Nursery car parks, specifically how we might be able to financially support the implementation of pedestrian safety measures, such as a zebra crossing, and drafts a pedestrian safety strategy for the town: and
- b. Writes to the relevant officers at DCC to express the Council's concern about the lack of attention to giving resources to Totnes.

Cllr Adams left the meeting at 20.45hrs.

Item 9 – Broadband Fibre Installation. It was **RESOLVED** unanimously that the Town Council registers its preference for ducting/below ground fibre installations rather than above ground solutions with the South Hams District Council designated officer for fibre rollout projects.

Item 10 - Impact on Planning from the Mini Budget. It was **RESOLVED** unanimously that the Town Council writes to Anthony Mangnall MP, and to Conservative councillors at South Hams District Council and Devon County Council, calling on them to uphold the promises made at the time of the EU Referendum and in the 2019 election manifesto, and to distance themselves from the recent announcements/policies identified below:

- Retained EU Law Revocation and Reform Bill

- Environmental Land Management Scheme
- Investment Zones – relaxation of planning laws and the impact on wildlife and the environment
- The reversal of the ending of the moratorium on shale gas extraction ('fracking')

Cllr Cummings is to draft this letter and pass it through officers for sending.

The Council voted to extend the meeting by 30 minutes.

7. MEETING CALENDAR FOR 2023

To note the calendar of Council meeting dates for 2023 and the suspension of holding any non-statutory meetings (e.g. working groups) during the pre-election period.

Noted.

8. LIST OF MEETING DATES

To note a list of upcoming meeting dates.

Noted.

9. NEXT MEETING

To note the next meeting date of Monday 5th December 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.

10. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

Council Matters Item 11 - Civic Hall Annex. It was unanimously **RESOLVED** by Full Council to:

- To withdraw the full and listed building applications for the Civic Hall Annex and Ramp upgrades, with a view to resubmitting both to prioritise remedial work to the shell of the building (namely the roof, ceiling space, windows and stone work) and refurbishment of the old kitchen area (including adding a toilet).
- To apply for a change of use to extend the current office space of the Town Council.

Council Matters Item 11 – Town Clocks. It was unanimously **RESOLVED** by 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.

11. ELMHIRST PROJECT

To consider an update on the Elmhirst Site project and a review of the financial position (commercial).

The Officer updated that there had been no communication from the TDA or KEVICC.

Cllr Emily Price
Mayor



DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 14TH NOVEMBER 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: Member of the public, C Marlton (Town Clerk) and 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.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

A member of the public asked about the budget and precept, and use of Paige Adams Trust grants to offset the costs to local council tax payers; the condition of the river walk which is very muddy; and community grant funding in April to the Park Run which hasn't yet been held. The Clerk explained that the proposed rate abatement in the budget line is funding from the Paige Adams Trust which helps to reduce the costs requested through the precept. Cllrs said that the river walk always suffered this time of year with rain and high tides, and that all grant funding recipients will be asked for an update on their project's progress.

The Committee will reconvene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 10th October 2022 and update on any matters arising.

The minutes were **AGREED** as an accurate record of the proceedings.

4. BUDGET MONITOR

To consider the Budget Monitor.

The Clerk explained that she had removed £100K for the Elmhirst Project and £50K for traffic calming measures as these projects are unlikely to progress in the current financial year – the traffic calming allocation is in the draft 2023/24 budget. There have been increased costs for: community outreach - an additional £1K for the Christmas lights (purchase of new white LED safety bulbs and stick flood lights for the Christmas market evenings); and arts - cost of the Civic Hall pillar project increase from £1K to £5K for materials, an overspend of £4K in this budget area. It was **AGREED** to accept the budget monitor and the additional spend on the Christmas lights and allocate a further £4K to the arts budget with the condition that the Arts Working Group is to scrutinise the spend of these funds on materials.

5. DRAFT 2023/24 BUDGET

To consider a draft budget for financial year 2023/24.

The Clerk explained the draft budget, the advice received to triple utility costs based on current prices, budgeting for IT expenditure for new councillors, various assumptions, and how the budget and options affects the reserve holdings (minimum holdings are £250K). The budget cannot be set until the tax base figures have been received from South Hams District Council (expected mid-December) and therefore the budget will be considered at Full Council in January. It was **AGREED** that officers would profile and calculate the precept at 5, 10, 15 and 20 percent based on the Band D council tax, with a budget line under the reserve line for emergency expenditure which could cover eventualities such as interest payments on the Elmhurst Project or heritage building repair.

6. PUBLIC WORKS LOAN BOARD

To consider a loan pay off proposal to the Public Works Loan Board.

The Clerk explained that this is the repayment of the loan for the Guildhall Flat and paying off the loan would see a saving of the interest due of around £2K. To **RECOMMEND** to Full Council that it repays the Public Works Loan of approximately £36K.

7. CIVIC HALL

To consider the installation of a lift onto the stage at the Civic Hall and review the Civic Hall Buildings budget.

It was **RESOLVED** to:

- a. Defer any investment in installing a lift onto the stage in the current financial year but to continue to look for grant funding opportunities to facilitate this longer-term goal; and
- b. Approve the projects for expenditure (decorating, old kitchen renovation, fire exit from the bar, fire partition and additional door at the rear of the hall, professional reports and testing).

8. CHRISTMAS LIGHTS 2023

To consider arrangements for the Town Council taking on responsibility for the Christmas lights in the town from 2023.

This item is to be deferred until a future meeting as no request for funding has been received from the Chamber of Commerce.

9. CEMETERY MAINTENANCE CONTRACT

To consider the cemetery grounds maintenance specification for the contract tender process due for renewal in April 2023/24.

To **RECOMMEND** to Full Council that the grounds maintenance specification is adopted for the re-tender next year. It was **AGREED** that at the next Council Assets and Public Realm Working Group they discuss further areas to put to meadow/wild flowers in the cemetery.

It was **AGREED** to extend the meeting by 15 minutes.

3. WAYFINDING

To:

- a. Consider a list of locations for signage as part of phase 2 of the Wayfinding project.
- b. Note any update on Phase 1.

It was **AGREED** that given the time constraints this item would be taken to Full Council.

10. COUNCIL ASSETS AND PUBLIC REALM WORKING GROUP

To consider the recommendations (items 10, 11 and 12) from the Council Assets and Public Realm Working Group held on 18th October 2022.

It was **RESOLVED** that:

Item 10 - that dogs on leads are permitted in Castle Meadow, to be run as a pilot for one year. And that local children are asked to design new signs to go up in the area asking dog owners to pick up after their dogs.

Item 12 - that £2,000 is allocated from the Public Realm budget as a grant to the Tennis Club for the sensory garden accessible to the public. And to contact SHDC to enquire whether they will assist with funding to repair the path to a safe standard.

11. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 16th January 2023 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)*

12. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for October.

These were reviewed and unanimously **AGREED**.

13. COMMUNITY FUNDRAISER/CO-ORDINATOR

To consider a proposal for the Community Fundraiser post (staffing).

It was **AGREED** in principle to recruit for a Community Fundraiser for 15 hours a week. The Clerk will approach nearby Councils regarding the possibility of a shared role. It was noted that coordination hours for community groups and particularly the Cost of Living Partnership have been allocated internally to one of the Administrators.

14. STAFFING UPDATE

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

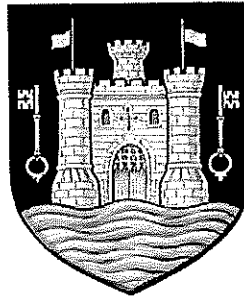
A verbal update was given by the Town Clerk. A tweak to the existing structure was **AGREED** in terms of Administrator hours and line management responsibilities. These changes would be deliverable within the existing staffing budget.

15. LEGAL ISSUE

To note the resolution of a legal issue (legal).

Noted.

Catherine Marlton
Town Clerk
November 2022



TOTNES TOWN COUNCIL
DRAFT GROUNDS MAINTENANCE SPECIFICATION 2023/24

Note: new proposed works/activities *are in italics.*

The contract is for Grounds Maintenance at Totnes Cemetery and the hedges enclosing Castle Meadow.

Maintenance shall include the removal from the site of all cuttings which are to be disposed of legally.

Hedge and shrub cutting must comply with seasonal restrictions relating to bird nesting. Grass cutting will include maintaining the grass and any other growth around headstones /monuments/ benches / boundaries to the same height as the surrounding grass. Grass to be cut up to boundary fences or walls.

The Contractor will comply with all relevant Health & Safety legislation in respect of both the Contractor's employees and the general public. Suitable and sufficient risk assessments on all work processes must be provided. Machinery and equipment used must be subject to the necessary servicing and safety inspections.

The Contractor will give consideration to the area of work and noise levels when funerals are in progress.

The Contractor must hold adequate and current Public Liability Insurance.

The Contractor must comply with the Council's policy banning any use of Glyphosate on Town Council owned land.

Totnes Cemetery

The Cemetery is shown on the enclosed map A and consists of approximately 7.01 acres.

Grass cutting - 17 cuts per annum, as close to the ground as practicably possible, on the following frequency

- 1 cut in January or February (prior to wild flower blooming)
- 1 cut in March (before Easter)
- 2 cuts per month April to September
- 1 cut per month October and November
- 1 cut in December by the 15th of the month

No grass cutting to take place on the grassed roundabout or on the island containing the Chapel.

Raised graves – growth on raised graves to be kept below 30cm as part of the monthly grass cutting schedule.

Garden of Rest – area to be cut/strimmed and grass blown off the memorial stones/tablets.

Hedge cutting – 1 cut per annum. To be cut on internal sides and tops only.

Shrubs and bushes (see plan provided) – to be trimmed/cut *back tight once a year twice yearly in February and between September-November* to form rounded shapes and to remove the year's growth.

Roadside dry stone wall bank – to be kept trimmed and tidy on top and both sides. Any shrubs on the bank to be kept trimmed so as not to cause an obstruction to the public footpath.

Pathways – to be kept clear of any up growing and overhanging vegetation. Weeds to be strimmed. All debris to be blown off paths.

Winter leaves and debris from trees to be cleared before Easter and before Christmas.

Castle Meadow Hedges

Castle Meadow is shown on the enclosed map C and the hedge runs along Collins Road and Lower Collins Road as highlighted in pink.

Hedge cutting - 1 cut per annum. To be cut on both sides and on top. In the area enclosed by allotments only outside to be cut.

Grass Cutting – 1 cut per annum of Castle Meadow to be carried out in October.

Term of contract

The contract will be for the year from 1st April 2023 to 31st March 2024.

The Contractor is expected to provide and pay for his/her own tools, machinery, equipment, materials, transport and support staff.

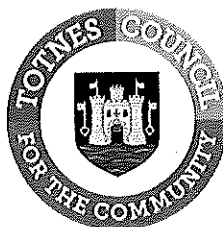
Either party shall have the right at any time to terminate this contract by giving not less than 3 months' notice in writing to the other party.

Contract monitoring

The contractor will be required to co-operate in meeting with the Town Council's appointed officer to review progress with the contract, and to promptly address any failure in service identified at those meetings. Contract monitoring meetings will be held monthly either on site at Totnes Cemetery or in the Town Council offices.

Pricing and payment

The agreed cost of the contract, together with VAT (if applicable), will be paid in equal monthly payments in arrears by the 30th day of the month immediately following the month in which the Services have been performed.



Item 3c + 4c

DRAFT MINUTES FOR THE PLANNING COMMITTEE

MONDAY 21ST NOVEMBER 2022 IN THE GUILDHALL

Present: Councillors G Allen (Chair), S Collinson (from 18.45), J Cummings, J Hodgson (from 18.40) and P Paine.

Apologies: Cllr Bennett.

In Attendance: Cllr Hendriksen, representatives from Livewest and South Hams District Council officers for item 2, 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 received and accepted.

The Committee will adjourn Standing Orders for the following items:

PUBLIC QUESTION TIME

There were no members of the public present.

2. LIVEWEST UPDATE ON PARKERS WAY

To update on the proposals and public consultation on the housing association properties and land in Parkers Way from Livewest.

Livewest presented the latest designs and plans for the replacement social housing in Parkers Way which has prioritised generous internal space, light, energy efficiency, bike storage and community spaces in the design. It is hoped that the planning application will be submitted in early 2023. The current proposals include:

- Creation of between 36-40 dwellings (the same number as current) with a mix of 1-2 bed apartments and 2-3 bed houses.
- Each dwelling to have a private outside terrace/garden and triple aspect from inside the building.
- Communal forest garden and edible planting.
- Approximately one parking space allocated to each unit.
- Bins and bike stores.
- Solar panels on the roof, ground source heat pumps, underfloor heating.

The Committee thanked Livewest for their presentation.

The Committee reconvened Standing Orders.

3. CONFIRMATION OF MINUTES

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

Planning Committee, 21st November 2022

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

Item 5 – Baltic Wharf. Resolved by Full Council.

Item 6 – Overnight Parking at Longmarsh. Resolved by Full Council. South Hams District Council were emailed on 9th November 2022 with the Town Council's feedback.

Item 7 – Torbay Local Plan Housing Site Options Consultation. Resolved by Full Council. Torbay Council were emailed on 9th November 2022 with the Town Council's comments.

Item 8 – Traffic and Transport Forum. Resolved by Full Council. The Sustainability Officer will take these points forward.

Item 9 – Broadband Fibre Installation. South Hams District Council officer was emailed on 10th November 2022 with the Town Council comment.

Item 10 – Impact on Planning from the Mini Budget. Resolved by Full Council. Cllr Cummings to provide a draft letter for the Clerk to send.

4. TREE WORKS APPLICATIONS

To make recommendations on the following tree works applications:

4a. 3564/22/TCA – T1: Apple Tree – dismantle, leave stump at approximately 1m above ground level, tree has poor structural integrity on the main stem & decay is significant. Chy Vean, Priory Avenue, Totnes, TQ9 5HR
Support.

4b. 3662/22/TCA - T1: Laurel - Reduce in height by approximately 3-4m. Formative prune canopy by 1-2 metres in a South western direction. No cuts should exceed a diameter of 25mm in branch diameter. Crown lift branches that have grown in a south eastern direction over road to achieve a height of 3m clearance from ground level. Tip weight reduction and tertiary branches to be removed/reduced. Prune young growth that grows on a secondary branch, away from the Lounge window, tree has reached its full growing capacity for its space a formative prune with some height removed from the canopy will achieve a better shape for the tree and give it a higher aesthetic look.
Support.

4c. 3638/20/TPO - T1: Ash – Section down to ground due to Ash die back. 7 The Copse, Totnes, TQ9 5FL.
Support.

5. PLANNING APPLICATIONS

To make recommendations on the following planning applications:

5a. 3048/21/FUL - READVERTISEMENT (amended plans) Provision of single dwelling house (resubmission of 1668/20/FUL). Montgo, Maudlin Road, Totnes, TQ9 5TG.
Support. The Committee notes the objections that have been raised expressing concern about parking and would request that a double yellow line is painted across the vehicle access area to the property to avoid vehicle parking and protrusions into the road.

5b. 3770/22/HHO - Householder application for proposed single storey rear extension, enlargement of existing bay window, alterations & recovering of roof including installation of PV panels and installation of rear roof window, alterations to & replacement of windows, side porch canopy, & associated external works. Conemur, Maudlin Road, Totnes, TQ9 5TG.
Support.

5c. 3008/22/FUL – READVERTISEMENT (Amended description for clarity) Relocation of condensing unit, addition of 2 condensing units & erection of fence compound. Catherine House Surgery, New Walk, Totnes, TQ9 5HA.
Support. The Committee would request that as part of the relocation acoustic covers are included on the exterior of the condensing units.

5d. 3297/22/LBC - Listed building consent for removal of recent ineffective insulation and plasterboard from top front bedroom roof slopes; internal insulation and solar radiant barrier to top front bedroom roof slopes including vent in/outlets at eave and ridge. Two Velux rooflights, extract vent, VP and relocated flue; adjustment/reinstatement of existing slating. Demolish recent Landing cupboards; new partitions to create Passage and Shower room including plumbing etc, with arch and secret door. Timber secondary glazing to attic window. Existing combi relocated; gas insert- fires to two fireplaces; wood burning stove to one fireplace. Castle House, Plymouth Road, Totnes, TQ9 5PQ.
Support.

5e. 3332/22/HHO - Householder application for conversion of internal garage space into Snug/Study for home Working & associated works. 3 Sparkhays Drive, Totnes, TQ9 5LD.
Support.

5f. 2893/22/HHO - Householder application for extension to front porch and first floor side extension. 9 Walnut Close, Totnes, TQ9 5GF.
Support.

5g. 3580/22/HHO - Householder application for replacement porch, new pergola, widened drive & parking, improved access & associated external works. Lyndene, Station Road, Totnes, TQ9 5HW.
Cllrs Allen and Hodgson declared a personal interest.
Support.

5h. 3196/22/LBC - Listed Building Consent to replace existing UPVC and modern timber windows with new quality traditional casement windows & various draught proof/energy efficient installations throughout the property. 12 Victoria Street, Totnes, TQ9 5EF.
Support.

5i. 3842/22/ARC – Application for the approval of details reserved by condition 5 (Paint Finishes) of planning consent 1354/22/LBC. 43 High Street, Totnes, TQ9 5NP.
Support.

and to note:

5j. 3270/22/POD - Application to determine if prior approval is required for a proposed change of use of the ground floor of the building from Commercial, Business and Service (Class E) to

dwellinghouse (Class C3) comprising installation of bedroom & upgraded bathroom & 3No. light/sun tunnels to illuminate the ground floor (Resubmission of 0899/22/POD). 1B Castle Street, Totnes, TQ9 5NU.

Noted.

6. TRAFFIC AND TRANSPORT FORUM

To consider any recommendations from the Traffic and Transport Forum held on 26th October 2022.

Noted. Cllr Hodgson gave an update from the Devon County Council Highways Officer about the road closure for the proposed gas pipe replacement by Wales and West Utilities. It was **AGREED** to request a site meeting with the Highways Officer, South Hams District Council Car Parking and the Chamber of Commerce to discuss the practicality of access routes, delivery vehicle turning and other aspects of the closure.

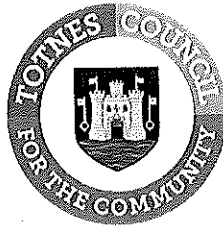
7. DATE OF NEXT MEETING

To note the date of the next meeting of the Planning Committee – Monday 12th December 2022 at 6.30pm in the Guildhall.

Noted.

Sara Halliday
Governance and Projects Manager

DRAFT



ITEM 30 + 40

DRAFT MINUTES FOR THE TOWN MATTERS COMMITTEE

MONDAY 28TH NOVEMBER 2022 IN THE GUILDHALL

Present: Councillors V Trow (Chair), G Allen, A Oliver, P Paine, B Piper and L Webberley

Apologies: Cllr Cummings

Not Present: Cllr Collinson

In Attendance: Cllr T Bennett, L Ferrier (Marketing and Communications Manager) and S Halliday (Governance and Projects Manager).

1. WELCOME AND APOLOGIES FOR ABSENCE

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

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

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 26th September 2022 and update on any matters arising.

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

Item 3 – Air and Water Quality Concerns. It was **RESOLVED** unanimously 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.

Item 4 – Cost of Living Meeting. It was **RESOLVED** unanimously 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 Paige Adams Trust will be asked if the Civic Hall can 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.

3. DAISY AND RAINBOW NURSERIES

To consider a report from the Daisy and Rainbow councillor representative.

Cllr Bennett gave a summary from the recent Daisy Preschool and Rainbow Nursery Annual General Meeting: COVID has presented difficulties which have been worked through; recruitment and retention of staff has been a challenge; and an OFSTED inspection of the Rainbow Nursery which rated it 'outstanding'.

To **RECOMMEND** to Full Council that it writes to the local MP, South Hams District Council and Devon County Council with its concerns about the waiting list for children securing nursery places; the impact on the child's development and mental health; the ability of parents to work and the economic development of the town. If resolved, the letter will be drafted by Cllr Bennett for the Clerk's signature.

4. TOWN DECORATION

To consider any town decorations for Coronation Day (6th May 2023) and summer events.

To **RECOMMEND** to Full Council that bunting is put up in Fore and High Street at the end of April/early May for the Coronation and stays up until mid-September for summer events.

It was **AGREED** that the existing bunting must be checked and to purchase any new bunting required.

5. WATER QUALITY UPDATE

To note an update on the water quality meetings with South West Water and the Environment Agency.

Noted. The Committee are pleased to hear about the links that have been made and upcoming meetings, and a look forward to a further update and discussion in January 2023.

6. COST OF LIVING PARTNERSHIP UPDATE

To note the minutes of the Cost of Living Partnership meeting.

Noted.

7. CLIMATE EMERGENCY WORKING GROUP

To note the minutes of the Climate Change Working Group held on 25th October 2022 (standing item).

Noted.

8. DATE OF NEXT MEETING

To note the date of the next meeting of the Town Matters Committee – Monday 30th January 2023 at 6.30pm.

Noted.

Sara Halliday
Governance and Projects Manager

Town Matters Committee, 28th November 2022

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ITEM 4 – CONSIDERATION OF RECOMMENDATIONS

4a. Full Council, 7th November 2022

No recommendations.

4b. Council Matters, 14th November 2022

6. To consider a loan pay off proposal to the Public Works Loan Board.

To **RECOMMEND** to Full Council that it repays the Public Works Loan of approximately £36K.

9. To consider the cemetery grounds maintenance specification for the contract tender process due for renewal in April 2023/24.

To **RECOMMEND** to Full Council that the grounds maintenance specification is adopted for the re-tender next year.

4c. Planning Committee, 21st November 2022

No recommendations.

4d. Town Matters Committee, 28th November 2022

3. To consider a report from the Daisy and Rainbow councillor representative.

To **RECOMMEND** to Full Council that it writes to the local MP, South Hams District Council and Devon County Council with its concerns about the waiting list for children securing nursery places; the impact on the child's development and mental health; the ability of parents to work and the economic development of the town. If resolved, the letter will be drafted by Cllr Bennett for the Clerk's signature.

4. To consider any town decorations for Coronation Day (6th May 2023) and summer events.

To **RECOMMEND** to Full Council that bunting is put up in Fore and High Street at the end of April/early May for the Coronation and stays up until mid-September for summer events.

Public realm wayfinding phase 2 proposal – for consideration by Full Council 5th December (deferred from Council Matters 14th November 2022)

Budget for consideration:

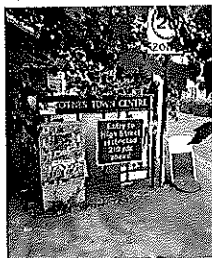
PUBLIC REALM and COMMUNITY ASSETS PROJECTS	227865	Annual total allocation
Already spent 9 11 22	-28787	
Totnes Gardens	-1250	£2265 total expected
Replacement plants and repairs to planters over the year	-500	ESTIMATED
Wayfinding installation phase 1	-5000	ESTIMATED lowered from circa £16k
Roundabout Investment	-2000	New proposal
New Welcome Sign	-1000	New proposal
Upgraded lighting under the Civic Hall	-1500	Project underway
Possible planters on runners Market Square??	-1500	New proposal
Tennis Club Project with Lifeworks	-2000	New proposal
Wayfinding design and fabrication phase 2	-26000	ESTIMATED
Wayfinding installation phase 2	-6000	ESTIMATED
Collapark investment	-10000	CONFIRMED as Autumn 2022
Vehicle activated signage and other traffic calming measures	0	Was £50k - delayed due to consultation and planning work needed
Elmhirst project/other community assets	0	Was £100k - delayed due to waiting on a decision
TOTAL	142328	Underspend likely due to delayed projects - will be needed for reserves

Decisions required of Council

	Detail	Yes	No
1	Budget allocation as above		
2	Bottom of Fore Street – removal of Highways signage – see highlighted from DCC		
3	Agreement for existing frames to be sanded down, painted, Welcome to Totnes sign added, planters added front and back (ties in with other planters)		
4	Narrows – pedestrians in road signage – see highlighted from DCC		
5	North Street Car Park Totem		
6	Junction of Castle Street and North Street Car Park – changes to highways signage		
7	Opposite Junction of Castle Street – new sign on existing pole		
8	Outside St Mary's Totem		
9	Entry to Fore Street – replace finger post		
10	Outside Waterside Bistro – replace finger post		
11	Old Bridge – fingers added to existing		
12	Bus stop opposite the 7 stars – replace existing map		
13	Bus stop opposite 7 stars – new signage and images inside the shelter		
14	Town Mill – replace existing with large double sided noticeboard		
15	Sign by Morrisons – add fingers to existing		
16	The Plains – Highways fingerpost – see notes		
17	The Plains – DCC proposed signage – see notes		
18	Railway Station – add an 'I' sign		
19	Junction of Fore Street and Station Road (outside Mange Tout/Olivers) – question about parking and signage see DCC notes below		
20	Finger posts Bridgetown side of the old bridge – exact locations tbc		

5A – Priority work – entrance to Fore Street signage

Entry to Fore Street



Restricted entry sign to be re-sited onto existing pole (right hand) below 20 zone sign. Permanent planter installed to ensure people cannot walk under sign as it will be lower than permitted. New 'Welcome to Totnes' sign to be designed. Planters below sign to prevent fly posters. Cycle stand possibly to be moved closer to the rear of the sign to dissuade fly posting, Note, Importance to make sure that if this is done, it does not impact how the sign looks from the front.

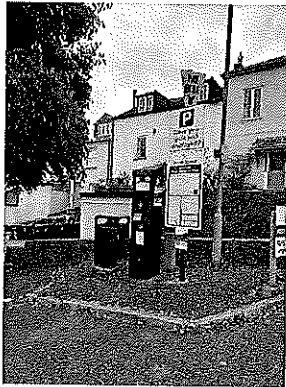
DCC INPUT - HIGHWAYS SIGNAGE RESPONSE REQUIRED – Fore Street; advance signing for the High Street restrictions: Having discussed this with our Traffic Colleagues they do not see the requirement for the advance advisory signing. It must be accepted that Fore Street has no restrictions until its junction with Station Road at which point all through traffic should use Station Road to leave the town. With that in mind the two existing signs could be removed. We feel the removal of these signs may generate complaints so please could TTC consider the option to remove these two signs before DCC take any further action.

5B – All other proposals for wayfinding phase 2

Narrows



DCC INPUT - HIGHWAYS SIGNAGE RESPONSE REQUIRED – The Narrows; pedestrians in road warning sign: The request was for this sign to be placed on the approach to The Narrows. This warning sign must be a minimum of 600mm high, the difficulty was finding a suitable location and I am not totally happy with the location discussed on site outside Sea Salt as it was difficult to have this sign facing oncoming traffic and there were no other suitable sites. Having reviewed the Traffic Signs Manual guidance, it is possible for this sign to be placed at the entrance to High Street, possibly replacing the existing one-way arrow (although I do accept that we condemned this location when on site as the visibility to it was blocked by the restriction signs). Depending on the decision made to the restriction it may be that this sign could replace the restriction sign? This could be reinforced by a second sign on a new post outside Ben's Wine & Tapas located behind the planter between the column and bollard. Could TTC consider this and let us know if this is believed to be beneficial?



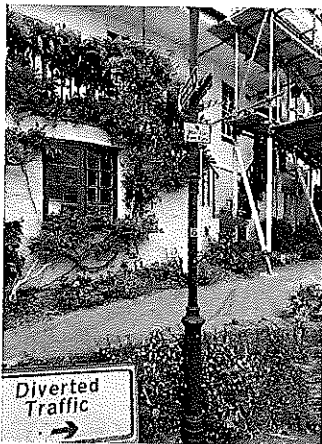
North street car park

Hub totem (large) – single sided. Move bin to right and put totem where bin is currently located

Junction Castle Street

DCC to supply a smaller sign to clarify confusion removing reference to the historic town centre

DCC INPUT - HIGHWAYS SIGNAGE RESPONSE REQUIRED - North Street; combined parking sign: The Intention is for TTC to install a new, separate sign for the town centre on LC 006. Once this is completed DCC will remove the existing combined sign and provide a separate parking sign for the North Street car park.

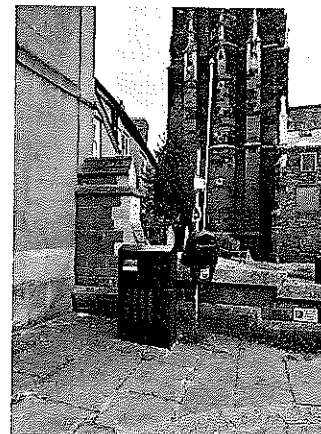


Opposite Junction Castle Street

Add finger posts to existing pole directing up hill for historic town centre (with walking time). Possibly add a sign pointing down hill for Station. Should this be brown to be in keeping with existing sign for castle? Or match our wayfinding style?

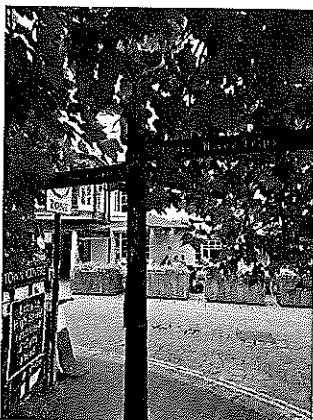
Outside St Mary's

Hub totem or area totem tbc. Single sided. Note electric box and potential siting issue re electric cabling



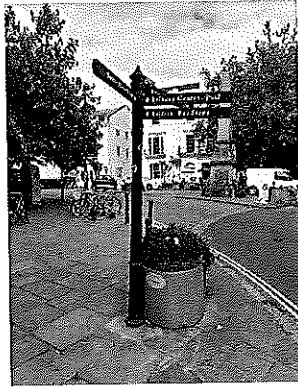
Finger post at entry to Fore Street

To be replaced with new



Outside Waterside

Replace with new finger post



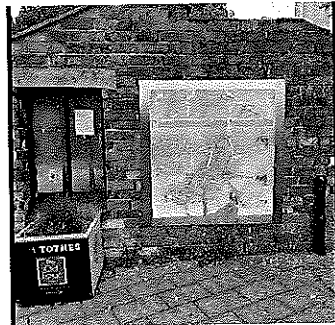
Old Bridge



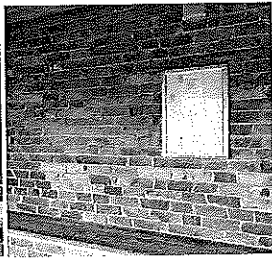
Finger signs on existing pole to direct to riverside walk to Dartington + Vire Island. NB is there enough height?

Outside of Bus stop opposite 7stars

Replace existing sign on wall with map + info (info board set into ground like market or just in frame??)



7Stars Bus stops (inside shelter) x2



Do we want to put maps inside both shelters? in frames. Outlining accessible discovery route?

NB, install new planter in corner by phone box to left of shelter next to Mill Leat



Town Mill

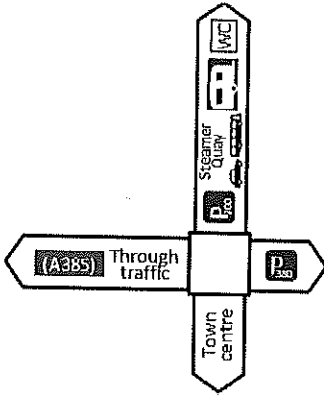
Replace existing with an info board – double sided with x2 A2 on each side. Including map and potential advertising

Path by Morrisons

Sign added to existing to direct to Accessible riverside walk to Dartington and station

NB lighting this part of path

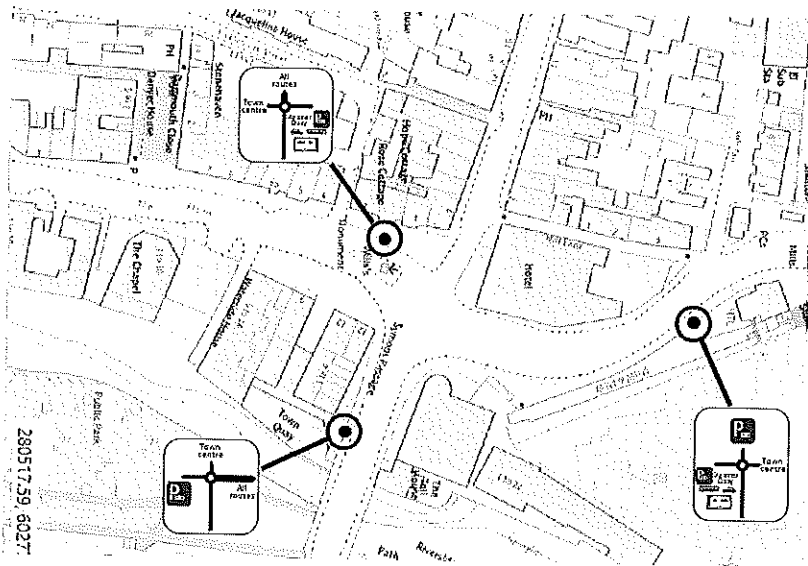
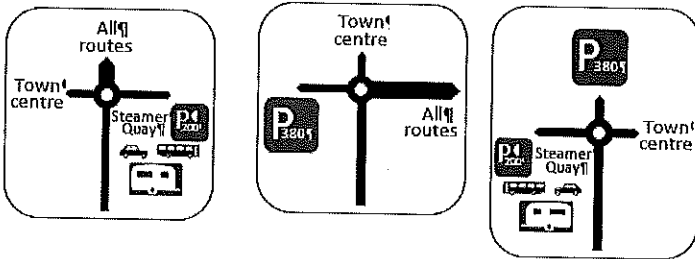




The Plains

DCC INPUT HIGHWAY SIGNAGE RESPONSE REQUIRED - The Plains; finger post outside Bridge Terrace: sign is currently causing confusion due to combined parking and town centre arm. DCC could improve this signing by separating the town and parking arms and incorporating the caravan symbol to the Bridgetown arm as shown below, please let us know if this is agreeable to TTC and we will progress these changes.

DCC INPUT HIGHWAY SIGNAGE RESPONSE REQUIRED - The Plains; parking and signage approaching the roundabout: To check continuity of the signage and make them clearer for visitors. I have attached a representative plan showing the signing I believe should be installed. The parking volumes need to be confirmed as does the removal of the advisory sign, there is also a need to find a location for the sign when approaching from The Plains, it could be located where the existing second restriction is currently located but this is lost in the tree and although we have request for the canopy to be raised I am unsure the sign would be visible for long. An alternative maybe to replace a bollard with a signpost. The three proposed signs are:



Railway station

Add an 'i' sign above existing info board at Station

Junction of Fore Street and Station Road (outside Mange Tout/Olivers)

DCC INPUT HIGHWAY SIGNAGE RESPONSE REQUIRED - The Fore Street Jn Station Road; restriction signage: Clearly the height restriction is required and therefore the existing sign must remain. Having reviewed the TRO I am concerned that it is not fit for purpose; the restriction is for any vehicle or pedal cycle except emergency services, for building works, local authority or utility vehicles, for delivery vehicles to premises on or adjacent to the restricted roads. Therefore shoppers are not permitted and there should be no parking within the restriction. The two cannot co-exist and therefore TTC need to decide on how you wish to progress, do you want Fore Street, High Street, Castle Street and Leechwell Street to be restricted, or available for shoppers with parking?

Bridgetown/Steamer Quay

Feedback from Bridgetown Alive – 2 additional signs Bridgetown side of old bridge and content of wayfinding totems:

Regarding a sign post leading off to Steamer Quay:

There is already a sign post on the left as you cross the bridge, opposite Pathfields, it is partially obliterated with shrubs etc.

Could I suggest this sign is moved to across the road and faces the bridge, with a similar sign on the other side of the road facing traffic coming down from the A385.

There needs to be another sign at the turning off to Steamer Quay Road.

All signs should include:

- Caravan Park
- Boat Trips
- Cafe
- Totnes Dart Rowing Club (very useful for visiting rowing teams)
- Steamer Quay

The current sign includes St Johns Church - but it takes you to the back of the church where there is virtually no parking. The church is, as you know, on the main Bridgetown Road.

ITEM 6A

Climate Change Remaining budget

Organisation	Project	Amount	Recommended amount
Totnes Bike Hub	Either Re-loved Bike Project or repurposing/recycling of waste materials	Initial ask £3,996	£1,000
The Manston	Installing instant electric water heaters	Initial ask; 50% of cost: £2,800	£2,500
Transition Town Totnes	Laptop and printer for public use in Climate Hub	Initial ask: £1,870	£1,500
TTC	Councillor travel expenses for Sustainable South Hams / Climate Change events (prior approval from Town Clerk)		£250
TTC	Gardening for Wildlife booklet printing and distribution	Printing: ~£1200 Distribution ~£200	£1,400
TTC	Illustration and printing of Climate Change Action Plan (once approved by Full Council)		£350
Cllr Hodgson County Cllr budget	Contribution from Cllr budget	£500	
Total:			£7,000
Remaining for contingencies:			-£1.70

Climate Change Current spend

Date	Item	Price
17/05/2022	FB adverts - public consultation	£15
19/07/2022	Refreshments, CEWG	£10.10
21/09/2022	Travel and expenses	£84.27
21/09/2022	Civic Hall hire	£84.00
26/09/2022	Co.Cars grant	£2,083.33
01/11/2022	Facilitator spend for traffic session	£1,225
Total spend:		£3,501.70

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ITEM 6b – CLIMATE EMERGENCY WORKING GROUP MEMBERSHIP

Extract from Standing Orders adopted September 2022 (and membership and current Councillors shown in **bold**):

26.2 Climate Emergency Working Group [Terms of Reference]

Purpose: The Working Group's role is to ensure that Totnes Town Council responds appropriately to the climate and ecological emergency that it declared in December 2018 and plays its part in working towards a reduction in carbon dioxide emissions and other environmental threats. The current national target set by the UK Government is to reduce carbon emissions by 100% by 2050.

A budget allocation for the Working Group will be set annually and updated as part of the monthly budget monitor process. The working group does not have any delegated authority but is a way of discussing issues and projects informally and including members of the community.

Membership: The Working Group will be made up of a minimum of three Councillors and a maximum of nine Councillors with powers to co-opt named members of the public (with relevant experience) on a non-voting basis who must agree to abide by the Town Council Code of Conduct.

Quorum: Three Councillors. [Note: Councillors Allen, Collinson, Cummings, Hodgson (Chair) & Trow are currently agreed as members of the Working Group]

Power: Climate Change and Sustainable Energy Act 2006, section 20.

Delegated Authority: no delegated authority, recommendations to the Town Matters Committee for consideration.

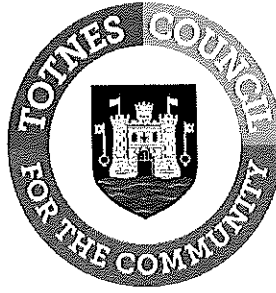
1. Terms

- 1.1 The Council's Standing Orders apply to all meetings of the Working Group.
- 1.2 The Working Group shall be appointed on an annual basis at the Annual Meeting of the Town Council.
- 1.3 The first order of business of the first meeting of the Working Group after its annual appointment will be to elect a Chair.
- 1.4 The Mayor and Deputy Mayor of the Council shall be ex-officio, non-voting members of the Working Group.
- 1.5 The Working Group will meet monthly.
- 1.6 Meetings are open to the public to participate.
- 1.7 Members of the Working Group will receive an agenda and supporting papers in advance of the meeting.
- 1.8 A brief action note will be produced and fed back to the appropriate Council committee(s) for further discussion and decision making. These notes will form part of the committee papers made available to the public.

2. Responsibilities

- 2.1 Recommend steps to reduce the environmental impact of Totnes Town Council's activities and infrastructure.
- 2.2 Work with existing Town Council Working Groups and Committees to ensure that recommendations are cognisant of any associated climate and environmental impact and that mitigation, reduction or removal is considered in all decisions and ongoing operations.

- 2.3 Collaborate with local groups to promote the reduction of carbon dioxide emissions and other environmental threats with a focus on environmental, economic and social benefits and increasing resilience.
- 2.4 Communicate to people and organisations throughout Totnes that the Town Council and community together need to respond to the climate emergency.
- 2.5 Provide supporting information to parishioners and businesses to enable individual and group action.
- 2.6 Work with higher tier local authorities and DALC to deliver this plan through all relevant means.
- 2.7 Influence external stakeholders locally and nationally to incorporate sustainability into economic and strategic frameworks, strategies, plans and service operations.



Arts Working Group Minutes

Wednesday 16th November @ 12:00pm

Committee Members present: Cllrs Allen, Hannam, Oliver and Piper

TTC: Catherine Marlton, Lucy Ferrier, Lisa Baumback

Invitees: [REDACTED] and [REDACTED] from NDP

1. To receive a mop up from the Totnes Festival.

The impact report from the festival was shared with everyone before the meeting.

Some results of their questionnaire to local businesses include:

95% of the 35 independent businesses agree they would like a festival of Arts in the future.

75% agree that this should receive funding from local authority.

49% would be willing to support the event financially or other in-kind support in future.

NDP are happy to put on the event again in 2024 on the condition that there is funding from TTC of £30,000 and SHDC of £60,000. They would need to know by January at the latest so they can start work on the event but wouldn't need to draw down any funding until Autumn 2023.

Action – NDP to obtain written feedback from the chamber of commerce regarding the impact of the event/value to the local economy and whether the Chamber are in favour of the Council financially supporting another festival. Once this has been obtained, Cllrs can consider whether or not to allocate £30k to support a festival in 2024.

2. To receive an update on the Christmas Market and Late Night Shopping Events.

Report was sent to Cllrs earlier this week. Everything is in hand and progressing well.

3. To discuss Craft Markets in the Civic Hall.

Proposal to commence monthly craft markets in the Civic Hall. It was suggested that these should fall on the same day as the Elizabethan Markets to add to the offer to visitors on those days. Cllrs agreed.

Action – Lisa to contact Elizabethan Society to gauge their response.

4. To receive an update on the Market Square Christmas light switch on.
All in hand.

Action - The event is only a week and a half away so any support from councillors on that day would be welcomed.

5. To discuss budget requirements for 2023/2024
Discussed in greater detail at the budget setting meeting on Monday.

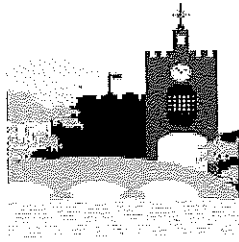
6. To discuss public art under the Civic Hall.

■■■■ has sent her proposal for the workshops and art on the pillars. It came as a surprise that the materials were considerably more expensive than we had estimated. However, Cllrs agreed that there is money in the budget for it, it is no more expensive than the other artists and if Cllrs were asked to choose again from the artists who expressed interest in the project, they would still select ■■■■ based on the costs we now know about.

Action – Lisa to contact ■■■■ and obtain a list of materials. Find out if this includes graffiti proof coating. Request that TTC purchase the materials from ■■■■ usual supplier, so we don't have to pay VAT.

7. Date of next meeting – Wednesday 25th January @ 12:00

Phone boxes on hold until early 2023



Totnes & District Chamber of Commerce

21st November 2022

To Whom it may concern

Totnes Festival 2023/24 Funding

As the principal representatives for businesses in Totnes and the surrounding area we are writing to confirm our 100% support for the continuation of the Totnes Festival. The 2022 launch of the Festival was incredibly well supported by the local community as well as visitors to the town and the impact that this had on businesses/trade and well-being was considerable.

We fully support the development of this festival which we found to be fully accessible in terms of catering for all members of the community as well as for visitors. We see the Totnes Festival as a welcome and valuable addition to the town and surrounding areas diary - not only giving opportunities for businesses to increase trade but to also promote a positive general feeling of well being for the whole community.

Kind Regards

Sarah Kidd
Chair, Totnes & District Chamber of Commerce

Budget Planning - 2023/24		20/21 YEAR END	21/22 YEAR END	2022/23 Current		OPTION A	OPTION B	OPTION C	OPTION D	OPTION E	Comments
	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Current Agreed budget	Expected year end	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	
1											
2	246894	294738	360000	354600	411865	411865	411865	411865	411865	411865	Including a team building exercise
3	2287	4244	4500	4500	3500	3500	3500	3500	3500	3500	
4	2575	1930	2500	2500	2750	2750	2750	2750	2750	2750	
5	2343	2932	3200	3200	3500	3500	3500	3500	3500	3500	
6	1564	1100	1750	1750	2300	2300	2300	2300	2300	2300	
7	1495	1536	1600	1600	1600	1600	1600	1600	1600	1600	
8	3009	4463	4000	4000	4400	4400	4400	4400	4400	4400	
9	11032	53812	10000	18000	10000	10000	10000	10000	10000	10000	
10	7431	7514	25000	26105	29000	29000	29000	29000	29000	29000	
11	293	3696	5000	5000	7500	7500	7500	7500	7500	7500	Expanding IT infrastructure to top flat
12	5082	1999	5000	5000	10000	10000	10000	10000	10000	10000	To include new TC signage for Guildhall and noticeboard
13		258	750	750	1325	1325	1325	1325	1325	1325	
14		1322	1500	1500	1650	1650	1650	1650	1650	1650	
15		-40	0	0	0	0	0	0	0	0	
16	284006	378904	424800	428505	489390	489390	489390	489390	489390	489390	
17											
18											
19	743	959	5750	5750	5750	5750	5750	5750	5750	5750	
20	0	0	0	-683	0	0	0	0	0	0	
21	0	110	200	200	220	220	220	220	220	220	
22	0	7	200	200	300	300	300	300	300	300	
23	2069	356	1500	1500	2500	2500	2500	2500	2500	2500	Allow for 8 more iPads at £265 each + set-up
24	1085	210	800	800	1120	1120	1120	1120	1120	1120	£70 x 16 Councilors
25	0	9524	6000	0	12000	12000	12000	12000	12000	12000	
26	2436	4747	8430	9371	35000	35000	35000	35000	35000	35000	To include erecting town lights
27	3152	2644	6560	6560	7200	7200	7200	7200	7200	7200	£450 x 16 Councilors
28	9485	19114	29870	24108	64540	64540	64540	64540	64540	64540	
29											
30	6108	18966	25000	25000	29500	29500	29500	29500	29500	29500	
31	275	306	250	250	275	275	275	275	275	275	
32	0	33	200	50	50	50	50	50	50	50	
33	3135	12308	12000	12000	5900	5900	5900	5900	5900	5900	
34	468	-12283	-8000	-8000	-5500	-5500	-5500	-5500	-5500	-5500	
35		-3289	-2000	-2000	-500	-500	-500	-500	-500	-500	
36	9050	16041	27450	27300	29725	29725	29725	29725	29725	29725	
37											
38	2456	2644	3000	3000	6500	6500	6500	6500	6500	6500	Additional cleaning with upstairs flat
39	191	6554	5000	5000	10000	10000	10000	10000	10000	10000	To include work to convert flat to offices
40	6113	6113	6500	6113	10000	10000	10000	10000	10000	10000	Increased to include upstairs flat
41	333	269	200	200	500	500	500	500	500	500	Increased to include upstairs flat

42	Utilities	3894	4801	5000	5000	5000	25000	25000	25000	25000	25000	25000	25000	Expect large increase with energy prices increase & use of upstairs flat as offices
43	Equipment Maintenance	1291	5996	1200	1200	1200	1320	1320	1320	1320	1320	1320	1320	
44	Wedding Licence renewals and marketing	0	2434	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	
45	Admissions Income	0	0	-3000	-2699	-2699	-3000	-3000	-3000	-3000	-3000	-3000	-3000	
46	Hire Income (weddings, etc)	-832	-4478	-2750	-2925	-2925	-3000	-3000	-3000	-3000	-3000	-3000	-3000	
47	SUB TOTAL	13446	24333	16150	15889	15889	48320	48320	48320	48320	48320	48320	48320	
48	Civic Hall	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Current Agreed budget	Expected year end	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	
49	Cleaning and supplies	1226	4605	5500	5500	5500	5500	5500	5500	5500	5500	5500	5500	
50	Feed in Tariff	2762	2501	2000	2000	2700	2700	2700	2700	2700	2700	2700	2700	
51	Water	1361	1055	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500	
52	Utilities	1762	3044	4000	4000	12000	12000	12000	12000	12000	12000	12000	12000	
53	Building Maintenance	2969	13955	20000	18500	60000	60000	60000	60000	60000	60000	60000	60000	Replacement roof and pointing of Annex plus general maintenance. Windows and further works in future years.
54	Licences	70	70	100	70	70	70	70	70	70	70	70	70	
55	Misc & Marketing Civic Hall	0	26	750	750	750	750	750	750	750	750	750	750	
56	Equipment Maintenance	3320	4299	5000	5000	20000	20000	20000	20000	20000	20000	20000	20000	
57	Paige Adams Grant towards Corertaking, Cleaning and Management costs	-7500	-30000	-33500	-33500	-33500	-33500	-33500	-33500	-33500	-33500	-33500	-33500	Boiler contingency £15k
58	Feed in tariff income and Water refund income	-6728	-6304	-5200	-5200	-6800	-6800	-6800	-6800	-6800	-6800	-6800	-6800	
59	Equipment sales	0	-1000											
60	SUB TOTAL	-758	-7749	180150	-1380	62220	62220	62220	62220	62220	62220	62220	62220	
61	Property Maintenance	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Current Agreed budget	Expected year end	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	
62	Guidhall Cottage Maintenance	361	588	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	Pay off loan in 22/23
63	Flat 5a Loan repay	9148	9148	9150	96000									
64	Flat 5a Maintenance	275	1853	1000	1000									
65	Guidhall Office Maintenance	309	13											REMOVE - covered in Guidhall Buildings Maintenance
66	Property Management Fees	2089	2001	2000	2000	1140	1140	1140	1140	1140	1140	1140	1140	9.50%
67	Eastgate Clock (Rent, Utilities and Maintenance)	3127	1437	2250	1800	400	400	400	400	400	400	400	400	Eastgate lease ends Sep 23. Only service and maintenance of clock required.
68	Museum Maintenance	-3230	198	5000	5000	5500	5500	5500	5500	5500	5500	5500	5500	
69	Museum Rent Income	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	-1	
70	Eastgate Clock Rental	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	-3	
71	Guidhall Cottage Income (est. £1000 per month)	-10200	-10756	-11700	-11700	-12000	-12000	-12000	-12000	-12000	-12000	-12000	-12000	
72	Flat 5a Rental Income (est. £900 per month)	-8340	-8660	-9300	-9300									No rent if office expands to top flat
73	SUB TOTAL	-6465	-4182	-604	25796	-3964	-3964	-3964	-3964	-3964	-3964	-3964	-3964	
74	Cemetery	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Current Agreed budget	Expected year end	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	
75	Business Rates	4441	4441	4750	4441	4441	4441	4441	4441	4441	4441	4441	4441	
76	Water	144	173	150	150	175	175	175	175	175	175	175	175	
77	Waste collection		706	550	550	350	350	350	350	350	350	350	350	
78	Grounds Maintenance (Grass cutting and tree work)	18009	20613	23000	23000	25000	25000	25000	25000	25000	25000	25000	25000	
79	Works and Maintenance (Paths, Fences, etc)	1357	-32	1000	500	500	500	500	500	500	500	500	500	Most covered by TMO now
80	Chapel	150	0	1000	500	15000	15000	15000	15000	15000	15000	15000	15000	Roof replacement contingency
81	Cemetery Fees Income	-11435	-12000	-8000	-8400	-10000	-10000	-10000	-10000	-10000	-10000	-10000	-10000	

	12666	13901	22450	20741	35466	35466	35466	35466	35466	35466
	Actual 31st March 2021 YEAR END	Actual 31st March 2022 YEAR END	Current Agreed budget	Expected year end	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET	2023/2024 PROPOSED BUDGET
SUB TOTAL										
Open Spaces										
General Maintenance	80	162	500	500	550	550	550	550	550	550
St Marys Churchyard (Walls and trees)	322	857	500	500	3000	3000	3000	3000	3000	3000
Castle Meadow Maintenance	800	108	100	100	100	100	100	100	100	100
Allocments income	-208	-200	-200	-200	-200	-200	-200	-200	-200	-200
SUB TOTAL	994	927	900	900	3450	3450	3450	3450	3450	3450
Precept and income										
Bank Charges	98	104	100	180	250	250	250	250	250	250
Precept and income	-535280	-545986	-545986	-545986	-545986	-573285	-600584	-627884	-655183	-655183
Council Tax Grant (ended after 20/21)	-10020			-1200	-1500	-1500	-1500	-1500	-1500	-1500
Investment Interest	0	0	-105000	0	-100000	-100000	-100000	-100000	-100000	-100000
Charity of Paige Adams RATE ABATEMENT	0	0	-650886	-547006	-647236	-674535	-701834	-729134	-756433	-756433
SUB TOTAL	-545202	-545882	-650886	-547006	-647236	-674535	-701834	-729134	-756433	-756433
Community Development										
5137 Grants	44168	52508	50000	50000	50000	50000	50000	50000	50000	50000
Skate Park		0	13200	13200	0	0	0	0	0	0
Neighbourhood Plan/Planning	2595	3720	1000	3140	0	0	0	0	0	0
Arts and Culture	5473	9500	31950	3342	26000	26000	26000	26000	26000	26000
Public Realm and Community Assets Projects	16564	22938	227865	85537	73700	73700	73700	73700	73700	73700
Heritage Support	0	0	0	0	0	0	0	0	0	0
Climate Change/Green Travel	3986	2312	10000	10000	10000	10000	10000	10000	10000	10000
Public Toilets	11024									
Electric van purchase	14790									
TMO tools	461									
COVID-19	20566	0	-19585	-19585	0	0	0	0	0	0
Grant Funding/Project income	-84500	-34370	£314,430	£180,634	£159,700	£159,700	£159,700	£159,700	£159,700	£159,700
SUB TOTAL	£35,067	£56,508	£364,710	£175,487	£38,210	£65,509	£92,808	£120,108	£147,407	£147,407
Project contingency - for example Elmhurst/Totnes Festival										
TOTAL	-£187,711	-£47,985	£364,710	£175,487	£279,821	£279,821	£279,821	£279,821	£279,821	£279,821

To be adjusted when calculator received from SHDC

To cover CH Annexe roof & windows cost

	OPTION A	OPTION B	OPTION C	OPTION D	OPTION E
Reserves impact					
Reserves at the start of 2022/23	£705,308	£705,308	£705,308	£705,308	£705,308
Total estimated reserves as end of 2022/23	£529,821	£529,821	£529,821	£529,821	£529,821
Expected 2023/24 outturn	£279,821	£279,821	£279,821	£279,821	£279,821
Total estimated reserves as end of 2023/24	£250,000	£250,000	£250,000	£250,000	£250,000

Band D impact	Precept	Band D	change			
			p/year	p/month	p/week	p/day
Option A - no.increase	£545,986.00	£186.57	0	0	0	0
Option B - 5% increase	£573,285.30	£195.90	£9.33	£0.78	£0.18	£0.03
Option C - 10% increase	£600,584.60	£205.22	£18.65	£1.55	£0.36	£0.05
Option D - 15% increase	£627,883.90	£214.55	£27.98	£2.33	£0.54	£0.08
Option E - 20% increase	£655,183.20	£223.88	£37.31	£3.11	£0.72	£0.10

2023 - 2024 - proposed	BUDGET	NOTES
PUBLIC REALM and COMMUNITY ASSETS PROJECTS	73700	Annual total allocation
Totnes Gardens	-2500	
Replacement plants and repairs to planters over the year	-1200	
Public Seating and benches	-10000	
Planting of flowers/beds/new planters	-10000	
Vehicle activated signage and other traffic calming measures	-50000	
TOTAL	0	

2023 - 2024 - proposed	BUDGET	NOTES
ARTS AND CULTURE	26000	Annual total allocation
Arts and event grants	-5000	
Christmas late nights	-13000	
Public art	-2000	
Bunting	-3000	
Christmas light switch on	-3000	
TOTAL	0	

2023 - 2024 - proposed	BUDGET	NOTES
COMMUNITY OUTREACH	35000	Annual total allocation
Civic Square Lights and Trees	-3000	
Additional lighting around Christmas - Rotherfold/plains/Sgarden	-3000	
New Christmas lighting contingency	-25000	
Totnes Directory Updates	-2000	
Defibrillator Pads/Serviceing	-500	
Facebook/Comms	-500	
Community Consultation events/marketing material as required	-1000	
TOTAL	0	

ITEM 10 – LIST OF MEETING DATES

December

Planning Committee – 12th December at 6.30pm

January

Full Council – 9th January at 6.30pm

Council Matters Committee – 16th January at 6.30pm

Climate Emergency Working Group – 17th January at 6.30pm

Planning Committee – 23rd January at 6.30pm

Arts and Events Working Group – 25th January at 12.00pm

Traffic and Transport Forum – 25th January at 6.30pm

Town Matters Committee – 30th January at 6.30pm

February

Full Council – 6th February at 6.30pm

Council Matters Committee – 13th February at 6.30pm

Planning Committee – 20th February at 6.30pm

Council Assets and Public Realm Working Group – 21st February at 12.00pm

Climate Emergency Working Group – 21st February at 6.30pm

Traffic and Transport Steering Group – 22nd February at 6.30pm if required

