

**DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL**

**MONDAY 5TH DECEMBER 2022 IN THE GUILDHALL**

## Present: Councillors E Price (Chair), M Adams, S Collinson, J Cummings, J Hannam, R Hendriksen, J Hodgson, A Oliver and P Paine.

Apologies: Cllrs Allen, Bennett, Piper and Webberley, and District Cllr Sweett.

Not Present: Cllr Skinner, Stopp and Trow.

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

### **WELCOME TO ALL ATTENDING AND OBSERVING**

### **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.

***The Committee will adjourn for the following items:***

**Reports from County and District Councillors.**

1. **County Cllr Hodgson**
2. **District Cllr Birch**
3. **District Cllr Rose**
4. **District Cllr Sweett**

*It was* ***RESOLVED*** *to suspend standing orders.*

a. County Cllr (C Cllr) Hodgson gave a verbal update on: the road closure in Fore and High Street requested by Wales and West and Wildanet who have been asked to work together to minimise road closure disruption; the availability of free school meal vouchers for the Christmas holidays; and questions for the Devon County Council meeting including on bus services and the energy crisis. Cllrs asked about: the new traffic lights on the bypass where the opportunity to install a pedestrian crossing has been missed and C Cllr Hodgson said this was a frustration for all.

b. District Cllr (D Cllr) Birch had circulated a report in advance and gave a brief overview of the Baltic Wharf discussions, which as they are at a pre-application stage remain confidential between the developer and District Council. Cllrs asked about engagement with businesses at the boatyard at Baltic Wharf, any assessment of its heritage status, and the ability of existing sewage infrastructure to service an additional 95 dwellings.

c. District Cllr Rose gave a verbal update on climate change work at South Hams District Council, conservation officers undertaking conservation appraisals for areas in the town, waste collections and community composting. Cllrs asked about the garden waste collections.

d. District Cllr Sweett had sent her apologies and had circulated a report in advance.

*The Council reconvened.*

### **3. CONFIRMATION OF MINUTES**

**To approve and sign the minutes of the following Meeting:**

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

**a. Full Council 7th November 2022.**

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

**To note the following minutes:**

**b. Council Matters 14th November 2022.**

Noted.

**c. Planning Committee 21st November 2022.**

Noted.

**d. Town Matters Committee 28th November 2022.**

Noted.

### **4. CONSIDERATION OF ANY MATTERS ARISING**

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

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

**a. Full Council 7th November 2022.**

No matters arising.

**b. Council Matters 14th November 2022.**

Item 6 - Public Works Loan Board. It was **RESOLVED** unanimously that the Town Council repays the Public Works Loan of approximately £36K.

Item 9 - Cemetery Grounds Maintenance Specification. It was **RESOLVED** unanimously that the grounds maintenance specification as drafted is adopted for the re-tender next year.

**c. Planning Committee 21st November 2022.**

Matters arising update on application 3136/22/OPA. The Clerk wanted to clarify with Cllrs that the objection that the Council has made to this application for the Former Dairy Crest Site is the Council’s position regardless of whether draft policy C12 in the Neighbourhood Plan stands or fails examination. It was **AGREED** by majority that this is the case.

**d. Town Matters Committee 28th November 2022.**

Item 3 - Daisy and Rainbow Childcare. It was **RESOLVED** by majority that the Council 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. Cllr Bennett will draft a letter for the Clerk’s signature.

Item 4 – Town Decoration. It was **RESOLVED** by majority 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.

### **5. WAYFINDING**

**a. To note a verbal update on Phase 1 of the Wayfinding project – including the noticeboard proposed for the Market Square.**

The Clerk gave an update that Phase 1 of the Wayfinding project had gone well. There have been a few issues with sub-ground cabling preventing the installation of signs planned at the railway station and Market Square but these signs can be used in Phase 2 and alternative solutions have been found.

**b. To consider a list of locations for Phase 2 of the Wayfinding project for installation in February/March 2023.**

The Clerk explained that the report contained in the meeting papers was written following a walk around with Devon County Council Highways, Chamber of Commerce, Councillors and officers.

It was **RESOLVED**:

* To approve the budget rounded up to £27K to include any incidental spend on accessible route signage;
* To give the Clerk delegated authority in approving minor amends to the location of the signage as laid out in the report with the exception of location 2, 4, 16, 17 and 19 [see below];
* Location 2 Fore Street – that the blue ‘restricted access’ sign is moved below the ‘20mph’ sign and a new ‘welcome to Totnes’ sign is erected with a planter below to deter flyposting.
* Location 4 The Narrows pedestrian access – that a pedestrian sign could be located anywhere above the King William pub Fore Street-Station Road junction and also outside Ben’s Tapas.
* Location 16 The Plains fingerpost – that the new signage proposed is accepted;
* Location 17 The Plains roundabout approach signage – it is requested that the arrow to the town centre adds ‘restrictions after *X* yards/metres’.
* 19 Restriction signage at Fore Street and Station Road – to defer discussion of this complex matter for discussion at the Traffic and Transport Forum Through the Planning Committee and then Full Council.

**6. CLIMATE EMERGENCY**

**a. To consider the Climate Emergency budget.**

It was **RESOLVED** by majorityto accept the budget as drafted.

**b. To review the Climate Emergency Working Group Councillor membership.**

The Clerk explained that three Councillors are required for a Working Group to be quorate. It was **RESOLVED** that Cllrs Hannam and Hendriksen become members of the Working Group.

**7. ARTS AND EVENTS WORKING GROUP**

**a. To consider any urgent actions from the Arts and Events Working Group held on 16th November 2022.**

It was **AGREED** to defer this item until the budget setting at Full Council in January 2023.

**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.**

Noted.

**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).**

It was **AGREED** to defer this item until January 2023.

**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.**

Noted. The Clerk highlighted two amendments – an increase from £15K to £20K for the chapel roof based on quotes received, and an increase in CCTV funding for the Guildhall by £5K. The proposed staffing changes to be discussed under Part 2 will see a saving of £5K in the current financial year and £10K in FY 2023/24.

**10. LIST OF MEETING DATES**

**To note a list of upcoming meeting dates.**

Noted.

### **11. NEXT MEETING**

**To note the next meeting date of Monday 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.*

### **12. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)**

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

No recommendations.

### **13. STAFFING RE-ORGANISATION**

**To ratify changes to tasks re-organisation within the administrator positions.**

It was **RESOLVED** to adopt the re-organisation as drafted.

### **14. ELMHIRST PROJECT**

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

Noted

Cllr Emily Price

Mayor