

AGENDA FOR THE FULL COUNCIL MEETING OF TOTNES TOWN COUNCIL MONDAY 6TH FEBRUARY 2023 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 a meeting of the Council, on **Monday 6th February 2023 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 9th January 2023 – document attached.

To note the following minutes:

- b. Council Matters Committee 16th January 2023 – document attached.
- c. Planning Committee 23rd January 2023 – document attached.
- d. Town Matters Committee 30th January 2023 – 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 9th January 2023.
- b. Council Matters Committee 16th January 2023 – document attached.
- c. Planning Committee 23rd January 2023 – document attached.
- d. Town Matters Committee 30th January 2023 – document attached.

5. BUDGET SAVINGS FOR 2023/24

To consider budget saving of £90K for financial year 2023/34. Document attached.

6. TRANSPORT SCHEMES

To consider an update of the transport schemes in the Traffic & Transport Policy and Strategy. Document attached.

7. COMMITTEE MEMBERSHIP

To consider the following (no document):

- a. Cllr Allen and Cllr Peters' appointment to the Council Matters Committee.
- b. Cllr Smallridge's appointment to the Planning and Town Matters Committees.

8. LIST OF MEETING DATES

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

9. NEXT MEETING

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

10. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

11. GROUNDS MAINTENANCE TENDER

To consider grounds maintenance tenders received for Totnes cemetery and Castle Meadow (commercially sensitive). Document to follow.

12. TRESOC ENERGY CLUB PROPOSAL

To reconsider the Totnes Renewable Energy Society's (TRESOC) energy club proposal for use of the solar panels on the Civic Hall (commercially sensitive). Document attached.

13. ELMHIRST PROJECT (Standing Item)

To consider any update on the Elmhist Site project (commercially sensitive). Verbal update.

Agenda produced by:

Catherine Marlton

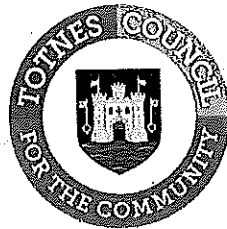
Town Clerk

1st February 2023

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 9TH JANUARY 2023 IN THE GUILDHALL

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

Apologies: Cllrs Adams, Hannam and Webberley, and District Cllrs Rose and Sweett.

Not Present: Cllr Skinner.

In Attendance: District Cllr Birch and Rose, 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 agreed unanimously. The resignation of Cllr Oliver was noted.

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 gave a verbal update on her report: Devon County Council (DCC) setting a budget to safeguard social care and services for children; DCC active travel funding award; the bus services in Bridgetown; bike rack proposals; fair trade fortnight; and the next Climate Emergency Working Group.

b. District Cllr (D Cllr) Birch had circulated a report in advance and gave a brief overview of: the Baltic Wharf Boatyard campaign; and St Mary's Church plan to reduce its carbon footprint.

c. District Cllr Rose had sent his apologies and had not circulated a report.

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 5th December 2022.

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

To note the following minutes:

- b. Planning Committee 12th December 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 5th December 2022.

No matters arising.

- b. Planning Committee 12th December 2022.

Item 5 - Neighbourhood Plan.

a. It was **RESOLVED** that the deletion of policy C12 from the Neighbourhood Plan is left to the Examiner.

b. It was **RESOLVED** that the Council works with South Hams District Council to draw up a programme and timeline for engagement on the former Dairy Crest Site.

c. It was **RESOLVED** to include the wording of Policy C12 in the body of text in the Neighbourhood Plan, and that this revised plan is then sent to the Examiner.

5. TAX BASE FOR 2023/24

To note the tax base for financial year 2023/24.

The increase in tax base (issued by South Hams District Council) was noted.

6. CHRISTMAS LIGHTS

To consider a request from the Chamber of Commerce to take on responsibility for the town's Christmas lights from 2023.

It was **RESOLVED** unanimously that the Town Council will take over responsibility for the Christmas lights in the town subject to a breakdown of the Additional Restrictions Grant (ARG) expenditure and confirmation that the remaining balance will be transferred to the Town Council to help offset costs of providing the Christmas lights going forward.

7. DRAFT 2023/24 BUDGET

To consider a draft budget for 2023/24.

It was **RESOLVED** unanimously that the Town Council's precept increases by 10% on the 2022/23 band D costs, making the total request from South Hams District Council £610,253. The financial year 2023/24 budget was **RESOLVED** unanimously, subject to the precept amount above. The estimated spend from reserve is £186,644. It was noted that cuts will be needed to ensure acceptable reserve levels are maintained in financial years 2024/25 and 2025/26.

8. CO-OPTION TO COUNCILLOR VACANCIES

To consider the applications for the Totnes Town and Totnes Bridgetown Councillor vacancies.

It was **RESOLVED** unanimously to co-opt Darren Peters (Totnes Town Ward) and Lisa Smallridge (Bridgetown Ward) to the two casual Council vacancies (subject to the signing of acceptance of office and register of interests papers). It was **AGREED** not to recruit the vacancy left by Cllr Oliver at this time due to the limited time left before elections in May 2023.

9. EXTRAORDINARY MOTION: TOTNES RENEWABLE ENERGY SOCIETY ENERGY CLUB PROPOSAL

To consider the Totnes Renewable Energy Society (TRESOC) proposal to involve the Town Council in a Local Electricity Club, discuss the issue, provide the relevant data TRESOC have requested (redacted as appropriate) and take a decision on the proposal if deemed timely.

It was **RESOLVED** unanimously to overturn the 6-month rule in relation to this matter, instructing the Council Matters Committee to review its previous position on the Energy Club and giving the Council Matters Committee delegated powers to make a decision on behalf of the Council.

10. COMMITTEE MEMBERSHIP

To consider the following:

a. Cllr Hendriksen's appointment to the Planning Committee.

It was **RESOLVED** unanimously to accept Cllr Hendriksen's appointment to the Planning Committee.

b. Cllr Paine's resignation from the Council Matters and Town Matters Committees.

It was **RESOLVED** unanimously to accept Cllr Paine's resignation from the Council Matters and Town Matters Committees.

11. 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** that the two Councillors (Price and Skinner) already appointed as Chamber of Commerce representatives was sufficient. It was **RESOLVED** unanimously to appoint Cllr Bennett as a Business and Employment Link Councillor, making the total four.

12. LIST OF MEETING DATES

To note a list of upcoming meeting dates.

Noted.

13. NEXT MEETING

To note the next meeting date of Monday 6th February 2023, 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.

14. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

No recommendations.

15. COMMUNITY FUNDRAISER

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

It was **AGREED** to wait to hear from a partner Council on the possibility of a joint role before commencing recruitment for a Community Fundraiser. It was **AGREED** to either advertise for 15 hours a week fixed term for one year or a 30 hour a week joint role, fixed term for one year.

16. ELMHIRST PROJECT

To consider any **budget allocation for legal advice linked to the Elmhirst Site project (commercial)**.

The current spend on the Elmhirst project was noted. It was unanimously **AGREED** to let the existing bid stand. It was unanimously **AGREED** that further legal advice should not be required and therefore no further expenditure needs to be authorised. It was unanimously **AGREED** that any discussions with community groups or individuals on how the project could be funded and delivered should remain informal at this time given the commercially sensitive process the Council is in.

Cllr Emily Price
Mayor



**DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS
MONDAY 16TH JANUARY 2023 AT 6.30PM IN THE GUILDHALL**

Present: Councillors B Piper (Chair), M Adams, J Hannam, J Hodgson (joined at 18.35) and E Price.

Apologies: None.

In Attendance: Cllrs Allen, Peters and Smallridge, 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

Cllr Allen raised her membership of committees, the Totnes Energy Club, the availability of 15 trees for the Council, and potholes.

The Committee will reconvene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 14th November 2022 and update on any matters arising.

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

3. BUDGET MONITOR

To consider the Budget Monitor including:

It was **AGREED** to accept the budget monitor.

a. The reserve impact

The Clerk explained that she is predicting an approximate reserve of: £500K at the end of financial year 2022/23; and £300K at the end of 2023/24.

b. Recommended savings.

To **RECOMMEND** to Full Council that the following savings are taken in the 2023/24 budget:

RECOMMENDED CUTS	SAVING 2023/24
Remove Arts and Events Grant Pot	£5,000
Reduce S137/Community Grants	£25,000
Remove CCTV and Traffic Calming	£50,000
Reduce Public Seating and Benches	£5,000
Reduce New planting and new planters and trees	£5,000
TOTAL SAVING	£90,000

4. MAYORS ENGAGEMENTS AND BUDGET

To consider the Mayor's engagements since September 2022 and the current budget.
This was reviewed and unanimously **AGREED**.

5. REVIEW OF CEMETERY FEES

To review the fees for Totnes Cemetery for 2023.

It was **AGREED** unanimously that all cemetery fees are increased by 20 percent.

6. COMMUNITY GRANT FOR PARK RUN

To consider an extension to the community grant delivery date for the Totnes Park Run.

It was **AGREED** unanimously that an extension of six months be given for the funds to be spent and to ask for an update on progress at this time.

7. COMMUNITY GRANT REPORT

To consider a feedback report for the community grants awarded in April 2022.

Noted.

8. COUNCIL RISK ASSESSMENTS

To receive a summary of the Council's risk assessments.

Noted.

9. DATE OF NEXT MEETING

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

The Committee voted unanimously to permit one non-Committee Councillor to attend on the basis he has requested to join the Committee.

10. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for November and December.

These were reviewed and unanimously **AGREED**.

11. ST MARY'S CHURCHYARD WALL REPAIR

a. It was **AGREED** unanimously not to pursue a third quote due to the specialist nature of works.

b. The quote of £5570 for remedial works was **AGREED** unanimously.

12. CCTV QUOTES

To consider quotes for extending the Close Circuit television coverage outside the Guildhall and Guildhall garage area.

- a. It was **AGREED** unanimously not to pursue a third company due to the specialist nature of the project and given three quotes were considered.
- b. The quote of £5071.85 was **AGREED** unanimously.

13. STAFFING UPDATE

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

- a. **To consider a reduction in hours.**
This was unanimously **AGREED**.
- b. **To consider freelance support for the maintenance team for key urgent priorities.**
This was **AGREED** unanimously. The work should start urgently. The Clerk declared a potential interest and explained the management team would be asked to instruct and sign off payments as a result.
- c. **To consider supported/parental leave for an officer.**
Two days of supported leave was **AGREED** unanimously, to be taken after the child's surgery.

14. STAFF ATTENDANCE

To note sickness and overtime balances.

The verbal update was noted.

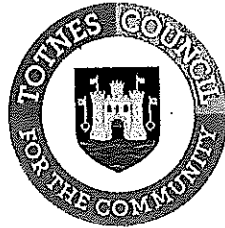
15. TRESOC ENERGY CLUB PROPOSAL

To reconsider the Totnes Renewable Energy Society's energy club proposal for use of the solar panels on the Civic Hall as resolved by Full Council in January 2023.

It was unanimously **AGREED** to agree in principle to the transfer to Green Energy UK and joining the TRESOC Energy Club. This is subject to:

- a. An urgent meeting to confirm all changes to costs and income, and confirmation the commitment is for 12 months with TRESOC underwriting losses; and
- b. A final decision of Full Council on 6th February 2023.

Catherine Marlton
Town Clerk
January 2023



ITEM 3c + 4c

DRAFT MINUTES FOR THE PLANNING COMMITTEE

MONDAY 23RD JANUARY 2023 IN THE GUILDHALL

Present: Councillors G Allen (Chair), T Bennett, J Cummings (from 18.35), J Hodgson (from 18.55) and P Paine.

Apologies: Cllrs Collinson and Hendriksen.

In Attendance: Cllr Smallridge, 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.

The Committee reconvened Standing Orders.

2. CONFIRMATION OF MINUTES

To approve the minutes of 12th December 2022 and update on any matters arising.

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

Item 5 – Totnes Neighbourhood Plan.

a. It was **RESOLVED** that the deletion of policy C12 from the Neighbourhood Plan is left to the Examiner.

b. It was **RESOLVED** that the Council works with South Hams District Council to draw up a programme and timeline for engagement on the former Dairy Crest Site.

c. It was **RESOLVED** to include the wording of Policy C12 in the body of text in the Neighbourhood Plan, and that this revised plan is then sent to the Examiner.

3. TREE WORKS APPLICATIONS

To make recommendations on the following tree works applications:

3a. 4424/22/TPO – Crown reduction of G1: Alder, T3, T4, T5, T6 & T8: Robinia, and T7 - Rowan and crown raise of T1 & T2: Ash China Blue, Station Road, Totnes, TQ9 5JR.
Support.

3b. 0038/23/TCA – T1: Magnolia - Crown height reduction by 1.5 metres to previous points leaving, Lateral reduction on the northern side of the canopy back by 2 metres to appropriate pruning points, Lateral reduction on the Southern side of the canopy back by 1 metre to appropriate pruning points, Lateral reduction on eastern & western sides by 1-1.5 metres the reductions will contain the tree and make it more aesthetically pleasing. Northgate Lodge, Castle Street, Totnes, TQ9 5NX.
Support.

and to note:

3c. 0094/23/TCA – T1: Katsura Tree – pollard tree to 5m at its highest point to stop further damage to phone lines. Totnes Museum, 70 Fore Street, Totnes, TQ9 5RU.

4. PLANNING APPLICATIONS

To make recommendations on the following planning applications:

4a. 1522/22/FUL - READVERTISEMENT (revised plans) Construction of 6No. two-storey residential dwellings with associated landscaping. Proposed Development Site East, Dartington Lane, Dartington TQ9 5LB.

Object. The Committee objects to the application on reviewing the most recent plans for the following reasons and its comments provided in June 2022 (as indicated below):

- Repeated request for revised flood assessments of the flood risks based on up-to-date 2022 data. Personal observations by committee members over recent weeks has shown this field to be flooded.
- The South West Water comment on the website is unreadable and the site address is incorrect.
- Concerns about the impact of the development on the bat pinch point area.
- Inappropriate design in a rural setting, contrary to JLP policies DEV 23.1 and DEV23.2.
- Concerns about inadequate parking provision and vehicles parking in neighbouring streets or along Dartington Lane.
- Surface water drainage – what attenuation provisions have been made?

The Planning Committee comments from June 2022 remain valid:

- The impact of the development on Joint Local Plan Spatial Priorities for Development in Totnes (SP6) points 3 (Ensuring that all development, singularly or cumulatively, will not negatively impact on the ability of the relevant authorities to improve air quality within the A385 AQMA) and 6 (Ensuring all new development does not have any negative impact on the greater horseshoe bat species and their flight paths within the protected South Hams SAC).
- Concerns about the flood risk. The Committee supports the Dartington Parish Council call for flood containment modelling for this site based on the 2022 data which is a requirement from September this year, rather than using data from 2013.
- The loss of trees around the proposed entrance to the development.

4b. 1523/22/FUL - READVERTISEMENT (revised plans) Construction of 39No. two-storey dwellings with associated landscaping. Proposed Development Site West, Dartington Lane, Dartington.

Object. The Committee objects to the application on reviewing the most recent plans for the following reasons and its comments provided in July 2022 (as indicated below):

- Repeated request for revised flood assessments of the flood risks based on up-to-date 2022 data. Personal observations by committee members over recent weeks has shown this field to be flooded.
- Concerns about the impact of the development on the bat pinch point area.
- Overdevelopment of the site.
- Inappropriate design in a rural setting, contrary to JLP policies DEV 23.1 and DEV23.2.
- Concerns about inadequate parking provision and vehicles parking in neighbouring streets or along Dartington Lane.
- Surface water drainage – what attenuation provisions have been made?
- No cycle path linking Nellies Wood through the edge of the sites is shown, but it is a requirement of the JLP allocation.
- Adverse impact on nature conservation interests and biodiversity opportunities. This site was known as the plantation and many trees have been removed.

The Planning Committee comments from July 2022 remain valid:

- The impact of the development on Joint Local Plan Spatial Priorities for Development in Totnes (SP6) points 3 (Ensuring that all development, singularly or cumulatively, will not negatively impact on the ability of the relevant authorities to improve air quality within the A385 AQMA) and 6 (Ensuring all new development does not have any negative impact on the greater horseshoe bat species and their flight paths within the protected South Hams SAC).
- Concerns about the flood risk. The Committee supports calls for flood containment modelling for this site based on the 2022 data which is a requirement from September this year, rather than using data from 2013.
- The loss of trees around the proposed entrance to the development.
- S106 funding – it is suggested that this would be better spent on the proposed cycle path through the rear of the plot from Meadowside to the river rather than travel vouchers.
- Concerns on health and safety grounds on the impact on local facilities – there has been no mitigation made for the increase in properties/households in the area to upgrade the water treatment and reduce water pollution, the danger to pedestrians from increased vehicle numbers and the impact on air quality along the A385.
- Concerns about the requested increase in light levels recommended in the Police comments and the impact on the bat foraging area and wildlife at night.
- Concerns about service and emergency vehicles accessing the development via Dartington Lane.

4c. 3829/22/FUL – Demolition of existing house & rebuilding to create a new 4 bed house (retrospective). Robinswood, Jubilee Road, Totnes, TQ9 5BW.

The Committee would ask that the applicant clarifies what the changes are compared to the approved application 3804/21/HHO. The plans submitted are dated 2021 for the application being considered and appear identical to those submitted as part of application 3804/21/HHO.

4d. 2790/22/FUL - Re-development works include internal refurbishment of site facilities block and installation of solar panels, replacement service points, installation of new barrier system, conversion of existing grass pitches into 47no. all-weather serviced pitches, a new tractor store & prefabricated reception building. Quay Caravan Club Site, Steamer Quay Road, Totnes, TQ9 5AL. Support. The Committee welcomes this application and the additional tree planting. It also notes the Devon Highways comment about the location of the barrier and hopes that this can be resolved.

4e. 4022/22/FUL & 4025/22/LBC – Listed Building consent for change of use application from staff room/storage space to one bed residential unit. 37 Fore Street, Totnes, TQ9 5HN.
Support. The Committee would encourage appropriate insulation of the walls and ceiling.

and to note:

4f. 3997/22/FUL - Change of use from residential (Class C3) to office space (Class E). 5A Ramparts Walk, Totnes, TQ9 5QH.
Noted.

5. SCAFFOLDING ON BOGAN HOUSE

To consider a Council view on scaffolding on Bogan House from April 2023 through until September/Autumn 2023 to undertake the repairs and renovation required.

To RECOMMEND to Full Council that it emails Devon Highways to say that it will support the erection of scaffolding on Bogan House and for it to remain in place over the summer months to enable essential works to be completed. The Council would request that all necessary safety measures are taken given this busy location in the town, including covering/wrapping the scaffold if appropriate.

6. EVENTS ON SOUTH HAMS DISTRICT COUNCIL LAND

To note the following event taking place on South Hams District Council land (no document):

a. Tetrathlon Youth Sporting Event, Saturday 1st July 0800-1400hrs, Borough Park.

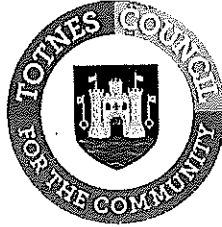
Noted.

7. DATE OF NEXT MEETING

To note the date of the next meeting of the Planning Committee – Monday 20th February 2023 at 6.30pm in the Guildhall.

Noted.

Sara Halliday
Governance and Projects Manager



Item 3D + 4D

DRAFT MINUTES FOR THE TOWN MATTERS COMMITTEE

MONDAY 30TH JANUARY 2023 IN THE GUILDHALL

Present: Councillors J Cummings (Deputy Chair), G Allen and B Piper

Apologies: Cllrs Collinson and Webberley

In Attendance: Cllr L Smallridge, 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 Cummings 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 28th November 2022 and update on any matters arising.

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

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 has been asked to 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.

3. ELECTION OF CHAIR

To elect a Chair for the Town Matters Committee.

Cllr Cummings was proposed and unanimously voted in as Chair. A deputy will be appointed at the next meeting, if required.

4. CHRISTMAS LIGHTS SWITCH ON

To consider the arrangements for the Christmas Lights Switch On for 2023.

To **RECOMMEND** to Full Council that the community Christmas Lights Switch On takes place on Tuesday 28th November from 3-6pm, and that officers make the necessary arrangements to secure entertainment, refreshments and crafting activities (as set out in the note) within the budget set for financial year 2023/24.

5. WATER QUALITY UPDATE

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

Noted. Cllr Cummings gave an update to the information circulated with the committee papers, including a meeting being set up by the local MP, South West Water and the community. Cllr Cummings will draft a letter for the Clerk to send to fellow clerks inviting representatives from parishes along the river to meet to discuss the issues faced from increased development and river use.

It was **AGREED** to include an agenda item at the next meeting about facilities for motor homes at Longmarsh.

6. BRIDGETOWN ROUNDABOUT UPDATE

To receive an update on ideas for improving the visual appearance of the roundabout on the A380 and A385 in Bridgetown and the latest Devon Highways policy on adopting a roundabout.

Noted. Officers explained that the Devon Highways policy to adopt a roundabout was under review, and that a list of ideas received from members of the public for decoration of the roundabout has been sent to Devon Highways for comment on their feasibility in this space.

7. COST OF LIVING PARTNERSHIP UPDATE

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

Noted. Councillors discussed where information for warm spaces (along with useful numbers) could be displayed for access by those without digital connectivity, suggesting that better use is made of The Mansion notice board which has a section for the Town Council to display information.

8. CLIMATE EMERGENCY WORKING GROUP

To note the minutes of the Climate Change Working Group held on 17th January 2023 (standing item).

Noted. It was **AGREED** to ask the Sustainability Officer for more information on the community composting idea, including details of what makes a scheme successful.

9. FAIRTRADE GROUP

To note the minutes of the Totnes Supporting Fairtrade meeting held on 4th January 2023.

Noted.

10. DATE OF NEXT MEETING

To note the date of the next meeting of the Town Matters Committee – Monday 27th March 2023 at 6.30pm.

Noted.

Sara Halliday
Governance and Projects Manager



ITEM 4 – CONSIDERATION OF RECOMMENDATIONS

4a. Full Council, 9th January 2023

No recommendations.

4b. Council Matters Committee, 16th January 2023

Item 3b. Budget Monitor - Recommended savings.

To be considered separately as item 5 on the Full Council agenda.

To **RECOMMEND** to Full Council that the following savings are taken in the 2023/24 budget:

RECOMMENDED CUTS	SAVING 2023/24
Remove Arts and Events Grant Pot	£5,000
Reduce S137/Community Grants	£25,000
Remove CCTV and Traffic Calming	£50,000
Reduce Public Seating and Benches	£5,000
Reduce New planting and new planters and trees	£5,000
TOTAL SAVING	£90,000

4c. Planning Committee, 23rd January 2023

Item 5. Scaffolding on Bogan House.

To **RECOMMEND** to Full Council that it emails Devon Highways to say that it will support the erection of scaffolding on Bogan House and for it to remain in place over the summer months to enable essential works to be completed. The Council would request that all necessary safety measures are taken given this busy location in the town, including covering/wrapping the scaffold if appropriate.

4d. Town Matters Committee, 30th January 2023

Item 4 - Arrangements for the Christmas Lights Switch On 2023.

To **RECOMMEND** to Full Council that the community Christmas Lights Switch On takes place on Tuesday 28th November from 3-6pm, and that officers make the necessary arrangements to secure entertainment, refreshments and crafting activities (as set out in the note) within the budget set for financial year 2023/24.

ITEM 5 – BUDGET SAVINGS FOR 2023/24

The Council Matters Committee reviewed the budget monitor on 16th January 2023 and **RECOMMEND** to Full Council that the following savings are taken in the 2023/24 budget:

RECOMMENDED CUTS	SAVING 2023/24
Remove Arts and Events Grant Pot	£5,000
Reduce S137/Community Grants	£25,000
Remove CCTV and Traffic Calming	£50,000
Reduce Public Seating and Benches	£5,000
Reduce New planting and new planters and trees	£5,000
TOTAL SAVING	£90,000

2023 Update of Proposed transport schemes in the Traffic & Transport Policy 2019

Overarching recommendations:

1. Restructure schemes list/boxes into short, medium and long-term projects
2. Remove (i), (ii) and (iii) and replace with traffic light system (high/medium/low priority & high/medium/low cost-impact)

Yellow highlights indicate action / approval or rejection needed

- (i) value in terms of improving air quality (score 1-5 where 5 is high value)
- (ii) improving quality of life (e.g. health & fitness) (score 1- 5 where 5 is high value)
- (iii) whether funding would be available (indicate source) SHDC Officers will provide this information

A. Schemes previously evaluated and prioritised

Number	Scheme	(i)	(ii)	(iii)	TTC Cllr comments 05.09.2019	February 2023 update / suggested amendments (SO comments)
A1	Plymouth Road: A town gateway <ul style="list-style-type: none"> • Chicanes (with raised tables & trees) • Rumble lines on upper side • Speed camera 	1	3		No to rumble strips as noisy for residents. Install vehicle activated speed signs rather than speed camera. Move cemetery bank back to enable pavement to be moved back and road widened at narrowest point.	No action since 2019/2020. Still a real issue, however, and recommend it is kept in. Lack of safe routes into town for Follaton residents, with many vehicles going very fast. Widening the road at the cemetery would 1) cost a lot, 2) is unlikely to get Highways support and 3) only speed traffic up rather than slow it down.

<p>A2</p>	<p>E-bikes: On Street rental Bikes e.g., Plymouth Donkey Bikes located at the Plains, the Station and the Civic Square.</p>	<p>3</p>	<p>4</p>	<p>This needs to be commercial venture, not TTC funded. Funding and security for storage and recharging. Need traffic calming in Town Centre</p>	<p>Year-long e-bike trial to commence in 2023 in collaboration with Exeter-based social enterprise, Co Bikes. Funding awarded (to Co Bikes) by SHDC Climate Infrastructure Fund, GWR and TTC. Start date TBC.</p>
<p>A3</p>	<p>Community Transport: Bob the Bus: Promotion and publicity to encourage more passengers, to widen the demographic appeal and further extension of the service.</p>	<p>5</p>	<p>5</p>	<p>Support. TTC should encourage a town tourism/residents information app to be developed. Saturday and commuter type working Sign needed at station App for phone (Uberbus) Route time info improvements</p>	<p>TTC in regular dialogue with Bob the Bus to support both financially and with officer time.</p>
<p>A4</p>	<p>Totnes Station Forecourt route-ways into town Ramps. The ramps into Borough Park (by the tennis courts) need signage (on the fence) and making more attractive for pedestrians, and to be linked via an additional pedestrian crossing from the station</p>	<p>3</p>	<p>4</p>	<p>The signage issue is being looked at by the Public Realm Working Group. Also need road markings</p>	<p>No action. Put on hold until the skate park gets relocated closer to the leisure centre. Should this be a part of Public Realm plans rather than the Traffic Strategy?</p>

<p>? Archway to the park – clear view / needs to be cleaned up and lit</p>	<p>5</p>	<p>1</p>	<p>Support. Morrisons have started to install chargers (Sep 19). Needs to be planned for Eg Morrisons – TC could write to them.</p>	<p>Morrisons now have two charging spots in operation.</p> <p>SHDC and DCC main drivers here – DELETTI project currently being implemented, new charge points being installed at the following locations:</p> <ul style="list-style-type: none"> • Heaths Nursery car park, Totnes • Victoria Street car park, Totnes • Pavilions car park, Totnes <p>Should be completed early 2023.</p> <p>DCC has also created an EV charging point strategy, recently out for public consultation. Limited ability for TTC to take action due to lack of land. Can support via directing residents/businesses to apply for funding.</p> <p>Recommend amended to: Support DCC/SHDC with charging point rollout where possible, and direct residents to funding opportunities</p>
<p>A5</p> <p>Electric Car Charging Points At multiple Electric Car charging points at Steamer Quay & all these central car parks</p>	<p>5</p>	<p>5</p>	<p>Investigate photosensitive surfacing as an alternative to lighting. See https://www.youtube.com/watch?v=nX9wgQMLY <u>Oo Starpath</u></p>	<p>February 2022: Completed Now fully wheelchair accessible. Suggest this is now removed from the Strategy.</p>
<p>A6</p> <p>6. Bridgetown 'Chicken Run' Bridgetown 'Chicken Run'. Provide ramps to bypass the seven sets of steps, for scooter/cycle use, along this popular walking route for all</p>	<p>5</p>	<p>5</p>	<p>106</p>	

	<p>of Bridgetown. A further link to the riverside at Steamer Quay to be considered. Any lighting requirement would need to be low lux to avoid adverse impacts on wildlife (incl. EU protected species of bats). (Bridgetown Alive! Are currently anxious to support this)</p>	5	5		
<p>A7</p>	<p>7. Totnes Rail Pedestrian and Cycle Path Underpass Route from rail station under Station Road bridge to Castle Street and with an extension through to Lower Collins Road. Initial discussions with Network Rail have been positive, but would need to await their programme of relocation of signal boxes (estimated 2021/2). Requires works to connect to</p>	5	5	<p>Support Need to consider the pedestrian access on Castle St – surface treatment might help.</p>	<p>Attempts made in early 2022 to contact Network Rail to discuss this further but with no success. Recommend keeping in as long-term project as still potentially viable.</p>

	both Castle Street and Collins Road.						No action. Traffic island/refuge still needed. Recommend keeping in.
A8	<p>8. Western Bypass at Cistern Street Move the bus stop closer to the junction with Plymouth Road (possibly to where the seat is just to the south of the junction). This would also benefit from a traffic island at the bottom of Harper's Hill to assist pedestrians.</p>	3	3			<p>No to moving the bus stop closer to the junction. Needs a refuge to slow traffic (anyway) & means moving the bus stop Space for a layby - Support</p>	
A9	<p>9. Western Bypass at junction with Plymouth Road Provide formal pedestrian crossing facility as part of traffic lights on north side of junction, to connect with walking route from Paige Adams Road. PRIORITY PROJECT</p>	5	5	5		<p>Support Need to consider pedestrian routes further in</p>	<p>Refused by HATOC in summer 2021. We can either remove from schemes or keep in with the hope to revisit in some years' time, although this seems unlikely.</p>
A10	<p>10. Coronation Road at Seven Stars Hotel At next maintenance opportunity, remove short section of painted cycle lane. It</p>	1	2			<p>Support</p>	<p>No action. Road markings are very faint. Traffic & Transport Forum are currently discussing these. Larger conversation needed about the safety and appearance of the Plains area – link to item B3</p>

	is too narrow, encourages cyclists to ride too close to the footway and drivers can squeeze cyclists.				
To add					
A11	Pedestrian crossing at the Lamb				<p>Traffic & Transport Steering Group suggest this is added to the proposed schemes</p> <p>HATOC currently investigating how TTC could go about funding it separately from DCC.</p> <p>HATOC minutes 4 November 2022: It was MOVED by Councillor Hart and SECONDED by Councillor Croad and RESOLVED that further work be done to progress with a process in which communities are able to provide funding for highway projects and this will be reported back at the next committee meeting. It was further requested that Totnes Town Council decide on its highway project priorities with appropriate funding and report back to Devon County Council.</p> <p>The Neighbourhood Highway Manager gave a verbal update following the last meeting when requests that had been received for a pedestrian crossing were considered. He explained that, following a vehicle and pedestrian survey at the site, the scheme was not a priority for County Council funding and there were procedural constraints for such a scheme being community funded, which needed to be examined so that a mechanism can be put in place.</p>
A12	11. Kingsbridge Hill				<p>Traffic & Transport Steering Group suggest this is added to the proposed schemes.</p>

							Recently established Kingsbridge Hill Area Residents Association (KHARA) are pursuing the possibility of closing off the top of the hill to traffic from one direction, making the top one-way only. Supported by Traffic & Transport Forum in April 2022 meeting.
							Clr Hodgson requested it be put on HATOC agenda July & November 2022 but denied by DCC
A13	Support and collaborate with Totnes Bike Hub						Recommend adding to Strategy TTC have supported TBH via grants and through officer time

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B. Larger and longer-term schemes							
Number	Scheme	(i)	(ii)	(iii)	TTC Cllr comments 05.09.2019	February 2023 update / suggested amendments (SO comments)	
B1	Totnes to Littlehempston Cycle / Pedestrian Path PRIORITY PROJECT There is a long term, substantial public campaign for this the most direct route to close the severance in NCN2 between Totnes and Newton Abbot. It is supported by all the County Councillors on the route and Totnes' and other MPs.	5	5		Support Alternative route available. (maps etc to be brought to next T&DTTF mtg, being dealt with by the cycling people	Discussed by DCC Cabinet in July 2020 and HATOC 6 November 2020. HATOC accepted DCC Cabinet advice as follows: a) no further work is undertaken on investigating whether the footbridge could be used by the public and the development of a multi-use trail to Littlehempston and Newton Abbot; and	

	It has been considered by the Minister, who has written to the South Devon Railway requesting them to make progress. It was the subject of evidence given to the recent All Party Parliamentary Cycling Group Enquiry, and mentioned at length in the Parliamentary Debate on the subsequent Report. Currently active proposal with South Hams HATOC	2	3			(b) Compulsory Purchase Order for Bulliver Bridge should not be pursued as it cannot be justified. Recommend that the project is incorporated into B6. There is a new wider group linking the various campaign groups and with SHDC LCWIP to be created in 2023.
B2	Footpath between Totnes Bridge and Brutus Bridge. Needs to include an access ramp down from Totnes Bridge.	2	3		Good aspiration but practical challenges to installing a ramp.	No action. Unsure whether this should be kept in - would it be well-used if implemented?
B3	Seven Stars Roundabout and The Plains - Redesign on shared space principles. Pedestrian crossings needed on each limb coming off of the roundabout (i.e. not just let downs in the pavement) except Lower Fore Street	3	3		Support as part of wider shared space objectives, which is supported by Totnes Chamber of Commerce. Remove reference to pedestrian crossings as you don't have them in shared space. = gateway to shared space in High St	Government moratorium (2018) on Shared Space so this is no longer possible. However, recommend keeping this in (but removing references to Shared Space) as safety issues with the area. Natural crossing point is not where the dropped kerbs are and there have been several accidents (particularly with older people) falling into the road. Potential for some simple, low-cost options to mitigate issues.
B4	New junction layout at junction of St Katherine's Way and New Walk.	1	3		Need a layby/drop-off on New Walk to support the new location of St Katherine's surgery.	No action. Recommend removing. Unsure what could be changed here to improve current layout.

Number	Scheme	(i)	(ii)	(iii)	TTC Cllr comments 05.09.2019	2023 updated / suggested amendments (SO comments)
C1	Shared Space Measures implemented (in phases) in Lower Fore St, Fore St, High St and the Narrows, Totnes. Community engagement process involved to include more planting in tubs & benches etc	5	5		Support	DfT have put a moratorium on Shared Space initiatives due to safety issues. Recommend this is removed from Strategy.
C2	20mph speed limit zones in all town and village centres (including arterial routes that traverse these centres) where this measure has been sought by the local Parish Councils &/or Neighbourhood Plan Groups. (and A385)	4	5		Support Increased capacity for all users. Avoid stop start. Enforcement issue.	In March 2022 TTC applied to DCC to be a part of new pilot schemes – submitted expression of interest for gaps in 20mph zones to be plugged. Unsuccessful but DCC will be adding more schemes in 23/24. Recommend keeping in as hopefully DCC will learn from Cornwall Council's pilot schemes that are proving very popular.
C3	Rainbow Pedestrian Crossing in Totnes – current proposal as part of Civic Square redesign.				Support – solution for Market Square redevelopment Non road – Civic Square	Not possible in highway but plans for it to be located on ramp to Civic Hall. Recommend removing as now not a traffic/transport issue but rather public realm.
C4	New signage from top of Kingsbridge Hill cycle path to Harbertonford village to direct cyclists to use rural back route.	3	3		Public Realm Working Group to consider	No action. No cycle path currently exists and many in Harbertonford feel unsafe cycling the route due to vehicle speeds and blind corners. SO trying to work with DCC to get Quiet Lane designated and/or improved signage. Recommend removed from strategy.

C5	Replace (previously removed) Cycle Parking hoops in Civic Square.	2	2	Support Civic square scheme	Completed. Recommend remove from Strategy.
C6	Additional Cycle Parking hoops on The Plains .			Support Scheduled for March '19	Completed. Recommend removed from Strategy.
C7	New Pedestrian Crossing on Plymouth Road at Follaton leading out from footpath on South side. (where footpath runs out), with chicanes on uphill side	3	3	Safety concerns about having a crossing where the road dips.	No action. Recommend removed as Plymouth Road covered by scheme A1.
C8	Green Travel Plans for Totnes Town and surrounding parishes			To be incorporated in Neighbourhood Plans where applicable	Rather vague and largely covered by this Strategy + Sustainability Officer work via projects. Neighbourhood Plan almost complete. Recommend removed.
C9	Replacement of Green Travel Vouchers on new housing developments With investments in Community Bus services being required for all new developments over 20 new homes. (analysis has shown <25% voluntary opt in /take up). Also a community outreach and menu approach to evaluate preferences should be used for all such schemes	5	5	Support	Unclear what was intended with this but currently SO is working on creating an active travel / public transport map for town, specifically to give to residents of new developments. Recommend removed.
C10	Access for All Footpath to the Station	5	5	Support	Completed.

	Direct from existing footpath through the KEVICCs sports field, via Weirfields/Ashburton Road (currently a fence obstructs this route – near ATMOS temp building). A Boardwalk might help.						Recommend removed.
C11	<p>Link the Station to Babbage Road</p> <p>Open up a bus (only) route from bus turning area through into Babbage Road. This bus route would avoid the need for turning circle (thus providing 20 more parking spaces – which could be made 2 tier at that location) and provide public transport services to the Industrial estate as the busses would come back through Babbage Road and re-enter A385 at Coronation Road roundabout.</p>	5	5		Support Need to get network rail to engage – are ready!	Seems unlikely to ever happen – a lot of work for little reward. Recommend removed.	
C12	<p>Relocate large delivery vehicles creating congestion at Travis Perkins.</p> <p>Negotiate with Western Power to use their access (ramp) route west of T-P entrance to bring delivery vehicles down to enter yard at the rear of T-P, and exit only at the main entrance. Thereby creating more space for them to queue off-road and avoid potentially dangerous manoeuvres in the main road.</p>	4	4		Support	No action. Unsure how feasible this is. Recommend removed.	
C13	<p>Replace Static Air Quality monitors with dynamic monitors.</p> <p>These are more accurate and flexible.</p>	5	5		See Climate Emergency Working Group plans for mobile monitors.	Air quality monitor (IQAir AirVisual Pro) being installed by Town Maintenance Officer on High St in February 2023. Three mobile monitors available to borrow from TTC.	

						Recommend amended to: Monitor and publicise air quality data.
C14	Fuel Cell Buses encouraged. (OLAF might fund this). Currently 28 seaters. Could link with a methane project (e.g. at SWW on Newton Abbot Road. E.g. Poo Buses in Bristol) Need to link with Bob the Bus for a funding proposal.	5	5		Support – encourage the use of alternative fuels but not to the extent that services could be lost.	Way beyond TTC control and influence. We can't have any impact here. Recommend remove.
C15	Emission standards for taxis needed & electric charging at taxi ranks (retrofits) To reduce pollution on streets.	4	3		Support. Liaise with SHDC who are the licensing authority. Increase taxi parking by removing the short term spaces outside the printers on the Plains. SHDC to implement electric taxi only licences in say 3	Way beyond TTC control and influence. Recommend remove.
C16	Additional Pedestrian Crossings in Totnes: On Bridgetown Hill within 50-60m west of Blackpost Lane to provide a safe pedestrian link between the bus-stops.	2	2		As pre-cursor to shared space Support Bridgetown Hill but it would need to be controlled by traffic lights due to safety concerns.	No action but particularly important now that bus routes have changed, more Bridgetown residents needing to cross the road. TTC has suggested a walking safety audit it carried out. If so, recommend this is expanded into a 'walking and wheeling' audit to incorporate accessibility and cycling.
C17	Review of pedestrian routes to see whether they could become (or be improved to enable) upgrade to shared bike and pedestrian routes.				Support A cost effective way to increase bike route links	No action. Recommend incorporated into C16 above.

ITEM 8 – LIST OF MEETING DATES

February

Full Council – 6th February at 6.30pm

Council Matters Committee – 13th February at 6.30pm

Climate Emergency Working Group – 14th February at 6.30pm

Planning Committee – 20th February at 6.30pm

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

[New Councillors Informal Drop In – 21st February from 6.00-7.00pm]

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

March

Full Council – 6th March at 6.30pm

Council Matters Committee – 13th March at 6.30pm

Arts and Events Working Group – 15th March at 12.00pm

Planning Committee – 20th March at 6.30pm

Climate Emergency Working Group – 21st March at 6.30pm

Town Matters Committee – 27th March at 6.30pm

Traffic and Transport Steering Group – 29th March at 6.30pm if required

April

Full Council – 3rd April at 6.30pm

Council Matters Committee – 17th April at 6.30pm

Planning Committee – 24th April at 6.30pm

Traffic and Transport Forum – 26th April at 6.30pm

May

Annual Meeting of the Council – 15th May at 6.30pm

Annual Town Meeting – 17th May at 6.30pm in the Civic Hall

Mayor Making – 25th May at 11.15am in the Guildhall (this is not a public meeting – it is for all Councillors and invite only)

