

AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 3RD JULY 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 Main Chamber.

You are hereby **SUMMONED** to attend the Annual General Meeting of the Council, on **Monday 3rd July 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 Council will adjourn for the following items:

Reports from County and District Councillors.

- a. County Cllr Hodgson – no document.
- b. District Cllr Allen – no document.
- c. District Cllr Birch – document attached.
- d. District Cllr Presswell – document attached

The Council will convene to consider the following items:

3. CLERK'S REPORT (Standing Item)

To note the Clerk's Report for June 2023 (general updates and correspondence). Document attached.

4. CONFIRMATION OF MINUTES

To approve and sign the minutes of the following Meeting:

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

- a. Full Council 5th June 2023 – document attached.

To note the following minutes:

- b. Council Matters 12th June 2023 – document attached.
- c. Planning Committee 19th June 2023 – document attached.
- d. Town Matters Committee 26th June 2023 – document attached.

5. CONSIDERATION OF ANY MATTERS ARISING REQUIRING A DECISION

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

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

- a. Full Council 5th June 2023.
- b. Council Matters 12th June 2023.
- c. Planning Committee 19th June 2023.
- d. Town Matters Committee 26th June 2023.

6. RECESS COMMITTEE

To consider the appointment of a recess committee to meet (if required) in August 2023. Verbal update.

7. COMMUNITY OUTREACH BUDGET

To consider an additional budget allocation for (document attached):

- a. Extra £1.4K on Christmas window display competition; and
- b. Implications of the Community Conversation.

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 4th September 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. No document.

11. ELMHIRST PROJECT

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

Agenda produced by:

Catherine Marlton

Town Clerk

28th June 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.

John Birch

SHDC Member for Totnes

**Report to the Totnes Town Council meeting to be held on
Monday 3 July 2023**

I report on the following.

Cycling and walking behaviour change project

SHDC has a new cycling and walking project. It has appointed active travel consultants Phil Jones Associates together with Cycling UK to deliver the project that is being funded from the UK Shared Prosperity Fund. This project is due to conclude at the end of this year.

The project has two halves that will come together to recommend a series of prioritised infrastructure measures geared around the key population centres and additionally behaviour change initiatives across the District.

Cycling UK are the council's consultants appointed to lead on the behaviour change side of the work. The project includes a public survey (link below) with follow up in-depth interviews and attending events to identify the most effective initiatives to help people to make more short journeys on foot or wheels.

Cycling UK have asked the council's help in sharing the survey at <https://www.surveymonkey.co.uk/r/DevonTravel> The survey will be open until mid-July.

Cycling UK are also looking for organisations to interview (online, 30-45 mins) that can highlight the views of less heard voices in the area, their experiences and barriers to walking, wheeling (mobility scooters or wheelchairs) and cycling. They have an initial set of contacts for organisations representing disabled people, but suggestions of contacts for groups to cover the following themes would be very helpful:

- People experiencing poverty
- Women (any age category)
- Younger people (aged 16-25).

Former Dairy Crest Site – Latest

The Essex based mastic company, Fastglobe, has submitted a further planning application for the former Dairy Crest site in Totnes after its earlier application was refused

This latest application by Fastglobe shows little improvement on its previous submitted scheme and fails miserably in seeking to satisfy the aspirations voted for by the community in an earlier town-wide referendum.

Furthermore it fails to comply with the adopted local planning policies. The former Dairy Crest site is a key development site and there can be no doubt it is time the current unsightly mess is replaced by a scheme that Totnes can be proud of and provide a welcoming entrance to Totnes and South Devon for those arriving by rail. This would not be the case with the latest Fastglobe scheme.

The community has voted for and shown its support for the Atmos project for the site with its genuine affordable housing, employment opportunities, music and arts venue along with other social and economic benefits. This is what Totnes is looking for and not just a nondescript housing development with a few shops.

The scheme proposed by Fastglobe consists of 80 homes with 10 small retail units and falls well short when it comes to compliance with the local planning policies. The number of homes proposed is nearly 30% more than allocated in the local plan and the application sidesteps the need to provide affordable housing.

As to providing business and employment opportunities the proposed scheme is sadly deficient. It also falls well short of the local plan policies relating to matters such as design, landscaping, protecting biodiversity, drainage and air quality.

Images released by Acorn for the development of Baltic Wharf

I and other district councillors have spoken out about our continued opposition to the plans by Acorn Property to develop Baltic Wharf in Totnes following the release of the first images of the proposed development. The developers propose building around 195 houses, a care home and commercial employment space, alongside some of the boat yard.

Having seen the images Acorn Property has released regarding their plans for Baltic Wharf, I remain unconvinced about the merit of their proposals. I urged local residents to go along to the public exhibition organised by Acorn so they can fully inform themselves about the project and contribute to the planning process. I continue to believe that Acorn Property's plans will result in a large amount of overpriced houses that local people do not want and cannot afford, whilst also reducing the boatyard to an unacceptable size and compromising its future viability.

I would like to see a Centre of Marine Excellence and Skill built instead that would continue the town's long association with the sea, and create the potential for 100's of highly skilled and well-paid jobs for the area. To find out

more about this, and about how to lend your support to the proposal, please visit: <https://www.balticwharf.org.uk/>

My colleague Councillor John McKay the district councillor for West Dart ward said in support:

"Having studied Acorn Property's proposal for Baltic Wharf and the released pictures, several issues are raised. Acorn's suggestion that the reduced boatyard space has been designed to meet the specifications of the current business tenants is not correct, which is why many are planning to leave, they are being subject to all sorts of unreasonable pressures. The images that have been released are a rather amateurish attempt to give the impression of a large boat yard. Games with perspective will not hide the fact it will be a third of its current size and not a viable operation.

With regard to their proposal to build 195 houses this is completely at odds with the Joint Local Plan, so why Acorn feels they have the remotest chance of getting planning permission is a mystery.

Local families are in desperate need of quality homes that are priced in relation to their income, not more of the overpriced developments that have shot up in our towns and villages in recent times

I would be keen to see the landowners, TQ9 Partnership, engage more with local councillors and the community about the best use for the site and a way to deliver some truly affordable housing, while maintaining the viability of the boat yard. We need to start a dialogue now."

Acorn has stated it will be submitting a planning application in the next few weeks.

Cllr John Birch
SHDC Member for Totnes
27 June 2023

District Councillor Report

for TOTNES TOWN COUNCIL

28/06/2023

Cllr Anna Presswell

Dog bin requirement – I was asked the process to apply for a dog bin at the base of the cycle path by Camomile Lawn estate along Steamer Quay Road. I'm waiting on a response re the process and the various permissions.

Sports centre – I'm arranging a meeting with Kevin Teague, General Manager of Fusion Sports Centre to see how further to make better use of the facilities for those who wouldn't necessarily associate the centre with anything other than classes. Town Cllr Louisa Aluetta has already had a meeting with Kevin, and I hope to arrange another meeting to collaboratively find further ways of engagement with our Town and their facilities.

Parks – The three gardens of Leechwell, Heaths and the Lamb have been managed by Sue Holmes for the last 20 years and maintained by a small group of volunteers. They are suffering with anti-social behaviour, drug use paraphernalia left, and excreta being dumped. The grounds are owned by SHDC. I wrote to Rob Sekula and Laura Wotton and was able to talk to Rob about this problem and what could be done. His response was that SHDC is reluctant to support CCTV due to the task of managing the footage and data protection issues. Claire Birch and John Ward are the SHDC contacts in Environmental Health who have links into the Community Safety Partnership, which would be the next route I'll follow.

Sue Holmes is wishing to retire at some point, and it was asked what might happen to the areas then. It was suggested that another Gardening group within Totnes may take them over and as such could apply for funding. Otherwise if no groups came forward, and apparently I believe they are stretched with the existing areas they do have, SHDC would look toward turning them into wildlife area, wildflower meadows, vegetable growing areas at the Lamb etc with minimum maintenance. But this was all surmising.

Sasha – I was invited to visit this organisation which deals with domestic violence issues in the Town and outside of it up to a 6 mile radius. Pat the manager, accepted an award on their behalf at the Town meeting at the civic hall a few weeks ago. An incredible small voluntary enterprise doing astounding work. Including advice how to rebuild the family communication, and not necessarily to flee if there is no prevalent danger.

Follaton SHDC office Reception – I was asked why the Reception at Follaton House had not re-opened since the Lockdown. I wrote to Jim Davis Head of Customer Improvement. His response was that a self-service foyer is being set up with facilities such as phone with video calls if required, 2 PC's for self service, document scanning drop off, toilets, filtered water point, intercom for tenants, appointment meeting rooms.

Also the Council are offering Home visits for the more vulnerable – not hugely publicised as it would be taken advantage of but the process is initially discerned by a phone-call. The reception is to be converted into a CVS office plus a Ukrainian drop-in centre. They may consider staffing it one day a week similar to West Devon once the new reception area is reviewed.

Two people to staff reception cost £60,000 a year, and often there would be only one visitor a day. So SHDC sort to spend the money more wisely.

Full Council Monday 3rd July 2023 - Clerks Report

General update

- Work on the Christmas light project continues, we have written to other authorities, building owners and agencies to seek permissions and quotes for electrical install and light erection. Our Projects and Governance Manager will be overseeing the strands of work and has a comprehensive project plan in place.
- Members of staff met with a Chamber of Commerce rep to see if they can repair and reuse any of the failed cross street garland lighting strands to supplement the Town Council plans.
- The internal audit went without incident, report to follow.
- We failed to appoint a Community Fundraiser/Coordinator and July Council Matters will be asked to consider next steps.
- The Lantern procession is back – being organised by a community member. It will be held during the last late night shopping evening in December – 19th.
- The Community Grants have been through Council Matters and will be considered tonight by Full Council. The fund was hugely oversubscribed again.
- Lots of work on the Community Conversation and reviewing previous data.
- Meetings with third sector partners are being held via the TQ9: Together we Care group – the need of local residents is increasing.
- Council Assets and Public Realm Working Group, including
 - Artwork and planter plans for the Totnes Town Centre sign on The Plains
 - Update on Civic Hall improvements
 - Antisocial behaviour problems in the Lamb and Leechwell gardens.
- Devon Highways – correspondence about:
 - The pavement repair outside of Waterside Bistro
 - Missing Bollards near Waterside Bistro.
 - Placement of the notice board outside of the Guildhall.
 - Replacement 'Welcome to Totnes' sign on the Newton Abbot road.
 - S106 for proposed new developments in the town.
- Folder Structure Review – sanitisation of the office's electronic file and folder holdings prior to migration to Microsoft-based system.
- I attended an excellent Conference by the Society of Local Council Clerks – Management In Action. Topics included:
 - Innovative Collaboration - including consultation
 - Importance of setting a vision, sticking to values, nurturing a positive culture
 - Ethical leadership and decision making
 - Assertiveness and managing conflict
 - Overcoming challenges and managing change
 - The future of Local Councils
 - Standards of behaviour in public office
 - Chat GPT and AI
 - The benefits of 'stepping outside your comfort zone'.

NALC/DALC updates

NALC Policy Committee held its latest online meeting on 20 June 2023, here's a summary:

- The Committee agreed to engage with the Local Government Association and Home Builders Federation on water neutrality and ensuring a clean and sustainable system for supplying

drinking water to newly built and other homes, as well as undertaking further research on nutrient neutrality. We'll also be liaising with our climate emergency network so do join if you haven't already!

- Councillors reiterated their current position on increasing the threshold levels required to trigger parish polls and agreed a similar approach should apply to by-elections, but further work was needed to determine an appropriate level, and they supported the use of co-option where repeat by-elections result in no election of a candidate to fill a vacancy.
- The committee agreed that our training policy should strongly encourage newly elected councillors to attend training on corporate governance, behaviour at meetings and sharing good practice.
- A new policy on neighbourhood planning was agreed and we will be pressing the government to define the production of a neighbourhood plan as a parish council function under The Parish and Community Councils (Committees) Regulations 1990 (1990/2476) to allow non-parish council members to have voting rights on a neighbourhood plan committee on the same basis as committees dealing with land management, harbour, tourism or festival functions.
- Progress of the Levelling Up and Regeneration Bill was noted, including amendments tabled by NALC's president, Baroness Scott of Needham Market. The likely areas of focus for our advocacy at the Report Stage will include planning reforms, remote meetings, financial assistance to the church, and the dependants' carers' allowance.

House of Lords debate on local government

On 15 June 2023, NALC's president, Baroness Scott of Needham Market, gave a speech in a House of Lords debate on local government and reinvigorating democracy. In her remarks, Baroness Scott told Peers that local councils were an important part of local democracy and deserved greater recognition, they were growing in number, role and range of services and responsibilities, and that everyone who is involved in local councils should be thanked and celebrated. She concluded by setting out three ways in which the sector can be strengthened and supported, by extending local councils across all of England, by making it easier and more attractive for people to get involved, and by supporting local councils better. The Lord Bishop of Durham spoke about the part local councils played in establishing warm hubs during the winter before going on to highlight disengagement from local government and decision making in local elections, then calling for devolution "that goes down to town councils and parish councils; that is where ordinary, everyday people are most concerned about what happens in their community". Responding on behalf of the government, Lord Evans of Rainow said the contributions in the debate showed "if you have a local authority background you have a feel for the citizens of this country", before sharing some reflections on his time in local government including as a town councillor, adding that "the parish councils in my part of the world are very vibrant. They work well with the unitary council and seem to have a lot of flexibility". You can watch the debate again on Parliament.tv (starting at 15:00) or read the transcript on Hansard.

Town and Country Planning Association parliamentary reception

NALC's chair, Cllr Keith Stevens, was in parliament this week on 19 June 2023 to attend the Town and Country Planning Association's (TCPA) parliamentary reception. The event was held in conjunction with the All-Party Parliamentary Group on new towns, whose chair Andy Carter MP, himself a former parish councillor, was among the speakers. Keith took the opportunity to raise several issues with Andy, who stressed his continued support for the sector. Other speakers included housing and planning minister Rachel McClean MP, who Keith spoke to about neighbourhood planning and the proposed Infrastructure

Levy. The TCPA is also holding a free webinar on 29 June about **Rural Expressions of 20-minute neighbourhoods**, which will explore how the principles behind 15-minute cities and 20-minute neighbourhoods can be applied in the countryside, creating connections and networks between villages and innovative ways to build health and wealth in rural places.

On the blog: Stonewall

As part of Pride Month, we've shared different content to encourage greater inclusivity. We've shared ideas on what your council can do throughout Pride Month on **Twitter** and **Facebook**, inspired by Luke Trevaskis, chief executive of Morecambe Town Council **blog post** last year. **In this week's blog**, Stonewall shares five top tips for kickstarting LGBTQ+ inclusion at your organisation, regardless of shape or size. Whether you're LGBTQ+ or an ally, everybody should feel able to make their workplace a little more inclusive.

Martyn's Law and impact on local councils' survey

Last month the government published the **draft Terrorism (Protection of Premises) Bill** which sets out the requirements that, under Martyn's Law, venues and other organisations will have to meet to ensure public safety. 'Martyn's Law' is a tribute to Martyn Hett who was killed alongside 21 others in the Manchester Arena terrorist attack in 2017. The legislation aims to ensure venues and visitor attractions are prepared for, and ready to respond in the event of, an attack. A tiered model will be introduced for certain locations depending on the capacity of the premises or event and the activity taking place, to prevent unnecessary burden to businesses and organisations. The law will require some venues to take appropriate measures based on the size and nature of their activities comprising a standard tier for venues with a capacity of 100 to 799 people, and an enhanced tier for venues with a capacity of 800 or more. The draft bill is currently subject to pre-legislative scrutiny by the Home Affairs Select Committee, ahead of formal introduction when parliamentary time allows. NALC and the Society of Local Council Clerks are working together on the impact the bill will have on the sector including engaging with government, Parliament and other bodies such as the Local Government Association and Action with Communities in Rural England. We'll both be submitting written evidence to the Committee and to help support our ongoing representations.

Correspondence log

Extract from the correspondence log:

01/06/2023	DCC Highways	Pavement on The Plains
01/06/2023	Member of Public	Noise Pollution in Cemetery - Strimming
05/06/2023	Totnes Museum, Image Bank & Fashion & Textile Museum	Eastgate Storage Room
05/06/2023	Metal Work Enquiry	Email from Clerk to enquire about metal art work on Totnes sign on The Plains
05/06/2023	Member of Public	Land ownership near Town Mill
05/06/2023	Member of Public	Market Square improvements
05/06/2023	Member of Public	Siting of fish van in the market
05/06/2023	Landworks Enquiry	Email from Clerk to enquire about planter under the Totnes sign on The Plains
12/06/2023	Historic England	Email from Clerk re notice board outside Council Offices
20/06/2023	Duke of Somerset	Email from Clerk re use of Eastgate for Christmas lights
23/06/2023	SHDC ChExec	Email from Clerk on collaborative working
26/06/2023	Member of Public	Email from the Clerk about fish van queue

Cost of Living/TQ9:Together We Care

- The TTC Community Grant application period has closed. £65k has been requested from local organisations from a £25k pot. A decision will be made on the grant allocations this month.
- TTC are sending out a regular summary of other funding opportunities we are aware of the TQ9 partnership group.
- Last partnership meeting held on 8th June 2023. Only 6 partners attended but there were useful discussions which will be carried forward to a further meeting on 27th June to discuss local voluntary services / community work space. All Cllrs and partnership group invited.
- Services are generally oversubscribed but what they are producing is having a positive impact.
- Next 2 partnership meeting dates for July and September to be confirmed early to try and get more attendees.
- Positive comments received by attendees of the last meeting about how useful the partners found these catch-up meetings.

Visit Totnes

The Tourist Information Centre in the Market Square received a total of 323 enquiries in May with 295 of these in-person. 22% were from local residents. (May 2022 = 499 (439 in-person)).

The TIC also got a couple of great 5 star reviews on Google:

Visit Totnes

Market Square, Totnes

Get more reviews

4.3 ★★★★★ 15 reviews

Reviews aren't verified. ⓘ

Sort by

Most relevant

Newest

Highest

Lowest



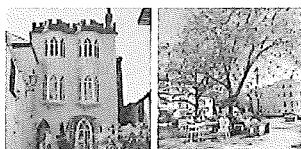
J Read

43 reviews · 40 photos

★★★★★ 13 hours ago

NEW

Visited here last week and received the warmest welcome from the lady on duty. I think it's possible to have. She had loads of local knowledge and the maps and leaflets to back it up. Totnes is a super place with plenty of shops, cafés and atmosphere but we were looking for some attraction a little further afield. This lady (so sorry I didn't catch her name) was most helpful and recommended a place called The Garden House. We went there the next day and found it exceeded expectations. Excellent service 10/10. Thank you.



👍 Like



Andreas Strra

Local Guide · 20 reviews · 5 photos

★★★★★ 2 days ago | NEW |

(Translated by Google) Very warm, extensive and friendly advice on hiking in Dartmoor, we then adjusted our plans 🙏🌞 ... More



Like

The website had 28,000 page views during the May and we reached 83,000 people via Facebook and Instagram.

Events

- We held the food and drink market as part of the Sea Change Weekender on Sunday 28 May. Feedback from Sea Change organiser Rupert was positive and Jo at Miss Ivy reported that traders and businesses in the town were happy with how it went.
- Stalls and entertainment are booked and local businesses have been informed about our Totnes Summer Fair on 23 August 2023. The event will feature traditional games like hook a duck and there will be a traditional carousel, swing boats and a music organ alongside free crafting activities for children and local gift stalls and music. Local groups, including Jamming Station, the Mansion and St Mary's Church have all been involved in discussing plans and getting involved. Please look out for our social media posts and share these with your contacts.



- We've also started planning for the three Christmas Markets in December - on the 5th, 12th and 19th. Local traders have been invited to book a stall via social media, an article in the Totnes Times, information on our website, a notice on the noticeboard under the Civic Hall, via the Miss Ivy Events list, and through individual fliers given to SHDC to share with regular market stall holders. A telephone number has been provided alongside the link to the website to book a stall to ensure

equal accessibility for all. Priority will be by distance to Totnes alongside the need to ensure a good mix of high quality items for sale to meet visitor expectations. Miss Ivy Events is speaking with local music groups regarding musical entertainment and we are hoping Totnes Carnival will stage a lantern procession on the 19th December as part of the celebrations. Local businesses have already received initial information on the dates and we will once again work closely with them to display posters in windows / share social media posts etc to gain their support and promote the event as widely as possible.

Reaching out to tourists in Dartmouth

The 2023 Official Guide to Dartmouth is now out featuring a double page advertorial to encourage visitors to Dartmouth to come to Totnes. The Dartmouth Guide goes out to 25,000 visitors via the TIC, local businesses and is distributed to holiday lets. You can take a look at a copy in the TIC.

visit TOTNES

A day in Totnes
Travel inland from Dartmouth to discover the postcard-pretty, bustling town of Totnes. With a thriving market and independent shop and cafe scene unfolding in the shadow of the impressive Totnes Castle, there's a lot to see and do throughout the year.

Where to shop
Named by *The Telegraph* in November 2022 as one of Britain's 15 Best High Streets, wander through Totnes to discover everything from chic but sustainable clothing to stylish ceramics from local makers.

Don't miss Totnes has a vibrant weekly market 9am till 4pm on Fridays and Saturdays all year round. From fresh local produce and jewellery to vintage clothing and antiques, there are lots of treasures to be found.

Getting there:
Boat: 50 mins cruise with the Dartmouth Steam Railway and River Boat Company (crewn by boat or enjoy the Round Robin option including travel on the steam train and bus.)
Drive: 30 mins. Parking information, including EV charger locations: www.visittotnes.co.uk/see-and-do/plan-your-visit/parking-in-totnes/
Bus: 45 mins (Stagecoach 92 from The Pontoon in Dartmouth)

Where to eat
Savour South Devon's finest food in Totnes. As you'd expect, the town's cafes and restaurants make full use of the bountiful harvest of fresh, local, seasonally available food.
Sunny day? Start it the right way with breakfast in the bright courtyard at the **Edgy Veggie Kitchen**. Then enjoy lunch beside the river at **Waterside Bistro**, with tasty nibbys including mussels, classic burgers, and moreish pizza. For supper, try the award-winning, organic **The Bull Inn** – described by *The Sunday Telegraph* as "9/10. Charming, eclectic and lovingly restored – exceptional food and drink".

Don't miss: Experience TripAdvisor's top choice for the best ice cream in Devon – **Delphini's Gelato**. From pistachio to vegan double chocolate, there's a changing menu of

TOP 6 THINGS TO DO in Totnes

- Get a bird's-eye view of the town from the ramparts of Totnes' classic Norman motte and bailey castle, which is managed by English Heritage.
- Relax with a drink and vineyard walk at the award-winning Sandridge Barton winery.
- Get out on the water when you hire a kayak or let the river boat gently ease you down the Dart. Keep your eyes peeled for wildlife including herons and seals.
- Enjoy a wander around the Dartington Estate, where you can spot the herd of deer and amble alongside the riverside. The formal gardens are home to an impressive Henry Moore sculpture, a kids trail and there is a choice of cafes for a post walk coffee.
- Let off steam on The South Devon Railway – look out for special events happening throughout the year or book a drive-a-train experience.
- For a not too strenuous stroll, follow the town trail which takes you past some of Totnes' most important sights. Download the route, complete with information on what to look out for along the way at: www.visittotnes.co.uk/town-trail

creative flavours, handmade on the premises and served up in your choice of crunchy waffle cone or tub.

Messing about in boats
The River Dart is at the heart of Totnes and has helped to make it the very special place it is today. For a relaxing day on the water above the weir in Totnes, away from the tidal pulls, hire a kayak, canoe, or SUP from Dynamic Adventures

Visit Totnes 53
on Dartington Estate. From the resident wildlife to the steam trains puffing along, Totnes has to spot as you paddle along this part of the gently meandering river.

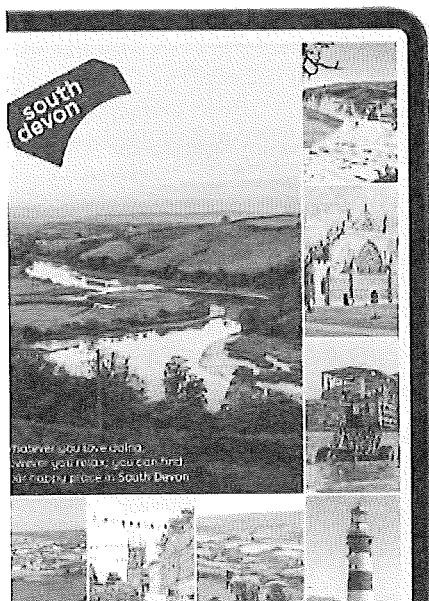
Exceptional engineers and explorers
Anyone with an interest in computers or technology should not miss the town at Totnes Museum dedicated to some of Totnes' brightest sons – Charles Babbage. Babbage is considered by many as the 'father of the computer' and his Difference Engine and Analytical Engine rank as two of the startling intellectual achievements of the 19th century.
William Froude, the world's first naval architect, carried out his pioneering vessel resistance and stability testing in Totnes. After a spell working for merchant Kingdom Brunel, Froude began to develop his theories about the movement of ships in water using his own models on the River Dart. The ruined church on Dartington Estate houses a cross bearing his name as his father was rector there.
Totnes is also well-known down under as the birthplace of William Webb, who was the second-in-command of the ill-fated 1860-1 Bluff and Walls expedition – the first expedition to cross Australia from south to north.

Making lasting memories
The beautiful South Devon countryside and historic town of Totnes have long provided inspiration for artists and makers. But Totnes is not just the best place to buy beautiful handcrafted gifts in Devon – it's also the place to come to experience the joy of making and create something yourself under the watchful guidance of a local artist like Steve Robinson.
This award-winning glass artist specialises in kiln-forming to create his unique tactile and colourful work and runs regular workshops throughout the year which are suitable for all abilities. See advert page 64.

Plan your day in Totnes
Discover what's on, book experiences, and plan your day: www.visittotnes.co.uk

Visit South Devon Digital Guide

We're also in the new Visit South Devon digital visitor guide, which features several photos of Totnes (including on the cover)



OUR NEW VISITOR GUIDE

FREE DOWNLOAD

- ✓ PDF DOWNLOAD
- ✓ 61 PAGES
- ✓ INCLUDES MAP



Council Assets

Guildhall visitor numbers:

April: 750

May: 647 but closed for 3 bank holidays, 1 day for maintenance and 2 days for council matters.

June: 761 (up to the 24th)

Lots of positive feedback about the fabulous volunteers who make it all possible (see email below as an example)

"Good morning

On behalf of Brixham Probus club I would like to thank Dick for showing us around the Guildhall with such interesting and informative details.

He even went to the trouble of finding us in the town on our tour to ask us to be prompt because there was an unexpected 12 o'clock meeting in the Upper Room.

He is a great asset

many thanks again

REDACTED"

The civic hall has had a quieter than usual month but continues to be used 4 days a week by regular hirers. The refurbishment of the old Birdwood kitchen is complete (apart from a few accessories) and looks fabulous so will be an asset to future bookings who require more backstage space. Theatre Royal are planning on using the room for their band when they come to perform at the Barn Dance in August.

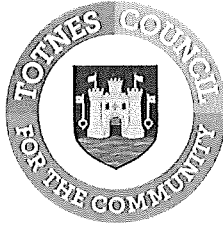
Sustainability

Please see attached report.

Catherine Marlton

Town Clerk

27th June 2023



DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 5TH JUNE 2023 IN THE GUILDHALL

Present: Councillors E Price (Chair), G Allen, L Auletta, C Beavis, J Chinnock, S Collinson, T Cooper, J Cummings, J Hannam, J Hodgson, D Peters, B Piper and A Presswell.

Apologies: Cllrs Bennett, Hodgson, Roberts and Smallridge.

In Attendance: members of the public, C Marlton (Town Clerk) and 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 Committee will adjourn for the following items:

Reports from County and District Councillors.

- a. County Cllr Hodgson
- b. District Cllr Allen
- c. District Cllr Birch
- d. District Cllr Presswell

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

- a. County Cllr (C Cllr) Hodgson had sent her apologies and had not submitted a report.
- b. District Cllr Allen updated that she has been appointed to the Development Management Committee, Licensing Committee, Area of Outstanding Natural Beauty Board.
- c. District Cllr Birch had sent his apologies and had not submitted a report.
- d. District Cllr Presswell made no comments.

The Council reconvened.

3. CLERK'S REPORT (Standing Item)

To note the Clerk's Report for May 2023 (general updates and correspondence).

Noted.

4. CHAIRS OF COMMITTEES

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

It was **RESOLVED** unanimously to elect the following chairs of Committee:

Council Matters – Cllr Ben Piper

Planning – Cllr Tim Bennett

Town Matters – Cllr John Cummings

5. CONFIRMATION OF MINUTES

To approve and sign the minutes of the following Meeting:

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

a. Full Council 15th May 2023.

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

To note the following minutes:

b. Council Matters Committee 22nd May 2023.

Noted.

c. Planning Committee 23rd May 2023.

Noted.

6. CONSIDERATION OF ANY MATTERS ARISING

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

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

a. Full Council 15th May 2023.

No matters arising.

b. Council Matters Committee 22nd May 2023.

Item 2 – Election of Chair. Considered under item 4 of the Full Council agenda.

c. Planning Committee 23rd May 2023.

Item 2 – Election of Chair. Considered under item 4 of the Full Council agenda.

Item 9 – Neighbourhood Plan. It was **RESOLVED** by majority to accept the modifications in their entirety as set out in the Examiner's report on the Totnes Neighbourhood Plan, and that the Council supports the plan going forward to referendum.

7. COMMITTEE MEMBERSHIP

To consider the committee, working group and link council membership of the newly co-opted Councillors.

The following Committee membership appointment were **RESOLVED**:

Council Matters: Cllrs Chris Beavis, Jeff Chinnock and Jacqi Hodgson

Town Matters Committee: Cllrs Jeff Chinnock and Nick Roberts

8. INTERNAL AUDIT REPORT

To receive the Internal Audit Report for 2022/23, consider the findings and action plan.

It was **RESOLVED** unanimously to approve the Internal Audit Report for 2022/23.

9. ANNUAL GOVERNANCE STATEMENT

To:

- a. Approve the Annual Governance Statement for 2022/23 by resolution (document to follow); and
- b. Chair to sign the Governance Statement.

It was **RESOLVED** unanimously to approve the Annual Governance Statement for 2022/23, which was then duly signed by the Chair.

10. ACCOUNTING STATEMENT

To:

- a. Consider the Accounting Statement for 2022/23 (document to follow);
- b. Approve the Accounting Statement for 2022/23 by resolution; and
- c. Chair to sign the Accounting Statement for 2022/23.

It was **RESOLVED** unanimously to approve the Accounting Statement for 2022/23, which was then duly signed by the Chair and Proper Officer.

11. LIST OF MEETING DATES

To note a list of upcoming meeting dates.

Noted.

12. NEXT MEETING

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

13. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

No recommendations.

14. CIVIC HALL FIRE DOORS

To consider quotes for the installation of the additional Civic Hall fire doors (commercial).

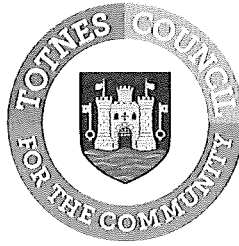
It was unanimously **AGREED** not to pursue a third written quote for the installation of the doors. It was **RESOLVED** to appoint Coyde to carry out the work.

18. ELMHIRST PROJECT (Standing Item)

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

There was no new information to update Council with at this time.

Cllr Emily Price
Mayor



DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 12TH JUNE 2023 AT 6.30PM IN THE GUILDHALL

Present: Councillors B Piper (Chair), C Beavis, T Bennett, J Chinnock, J Hannam, J Hodgson, D Peters and E Price.

Apologies: None.

In Attendance: 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. The apologies were accepted.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

There were no members of the public present.

The Committee will reconvene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 22nd May 2023 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 the reserves projection

This was considered and unanimously **AGREED**. The Clerk updated on the comments line on the budget monitor and it was noted increased expenditure is likely needed on community consultation/strategic priority setting including the 'Community Consultation', which will be discussed at Town Matters Committee on 26th June.

4. COMMUNITY GRANT APPLICATIONS

To review the Community Grant applications and make a recommendation to Full Council.

To **RECOMMEND** to Full Council the allocation of the following grants under the Totnes Town Council Community Grant Applications June 2023:

Applicant	Project	Amount requested	Total project cost £	% of total cost	Cost of Living Relevance?	Committee recommendation	% suggested	Notes/Actions
Stepping Stones (1)	Totnes Food Bank & TQ9 Community Food Club (May 2023-May 2024)	7060	13000	54.3	Yes	3530	50%	Unanimous
St John's Church	Bubbles, Birds & Sewing Bees (Jul 2023 - Mar 2024)	2888	5,300	54.5	In part	722	25%	Unanimous
Totnes Library	Kitchen & Refreshments Offer (Jul - Dec 2023)	1613.41	1613.41	100	In part	1210.05	75%	Unanimous
Totnes Rural Area Youth Engagement (TRAYE)	Bridgetown Youth Club	5,000	5,980	83.6	In part	3750	75%	Cllr Hodgson declared an interest. 2 abstentions on the vote
DYS Space	Subsidising trips for young people over the summer (26 Jul - 31 Aug 2023)	500	700	71.4	In part	500	100%	Unanimous
Citizens Advice South Hams	Totnes Community Outreach Programme (Jul 2023 - Jun 2024)	11938	19476	61.3	Yes	5969	50%	2 against
Totnes Caring	Lunch Club (Jul 2023 - Jul 2024)	13252	20339	65.2	Yes	6626	50%	Unanimous
Transition Town Totnes (TTT)	The Energy Wise Show (Jul - Oct 2023)	2456	3964	62	Yes	0	0	Unanimous. Sustainability Officer to table for consideration via the Climate Change budget
Earthjump CIC	Play on a Shoestring (Jun - Sep 2023)	£1,070.00	£1,070.00	100	In part	£0.00	50%	Unanimous. Cllr Piper will speak to Bridgetown Alive about funding. Administrator to go back and advise that they should approach BA after Full Council
Stepping Stones (2)	Staff Funding for Food Bank and TQ9 Food Club (Oct 2023 - Jun 2024)	£14,529	£20,250	71.7	Yes	0	0	Unanimous.
Chamber of Commerce	Christmas Lights 2023 (Nov - Dec 2023)	2000	2000	100	In part - support to business	0	0	Unanimous. Cllrs Peters, Price and Bennett to discuss with the Chamber.
Food In Community	Cost of living support for struggling households	3527.87	5427.5	65	Yes	2645.9025	75%	Unanimous
Total		65,834.28	99,119.91	66.4		24952.9525		

22.22

5. DATE OF NEXT MEETING

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

6. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for April (financial).

These were reviewed for May (not April) and unanimously **AGREED**.

7. GREEN TRAVEL S106

To consider the expenditure to date (staffing).

The Green Travel expenditure update was noted.

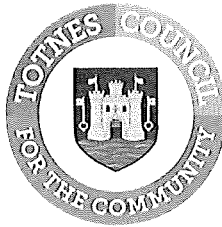
8. STAFFING UPDATE

For any general or urgent updates that required confidential sharing with Councillors (staffing) including:

a. To review Community Fundraiser recruitment.

The update on the Comm fundraiser and difficulties with recruitment was noted - an item will be added to the next Council Matters agenda to identify how to proceed.

Catherine Marlton
Town Clerk
June 2023



DRAFT MINUTES FOR THE PLANNING COMMITTEE

MONDAY 19TH JUNE 2023 IN THE GUILDHALL

Present: Councillors T Bennett (Chair), G Allen, L Auletta, S Collinson, J Cummings and J Hodgson (from 1840).

Apologies: Cllrs Cooper and Smallridge.

In Attendance: One member of the public, Cllr Beavis, 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 Bennett 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

The member of the public raised concerns about the use of Kingsbridge Hill as a cut through and wished to register their concerns with the Planning Committee about the impact that the additional housing proposed at Baltic Wharf will have on this existing problem.

The Committee reconvened Standing Orders.

2. CONFIRMATION OF MINUTES

To approve the minutes of 23rd May 2023 and update on any matters arising.

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

Item 7a – The request for a site visit could not be fulfilled. In reviewing the application again, the Committee neither supports nor objects to the application but does have concerns about the number of trees to be felled and would welcome sight of the South Hams District Council (SHDC) tree officer's report.

Item 9 – Neighbourhood Plan. Resolved by Full Council.

3. TREE WORKS APPLICATIONS

To make recommendations on the following tree works applications:

3a. 1696/23/TCA – G1: Lawson Cypress – reduce in height by 30% to improve natural light into garden. 5 Atherton Lane, Totnes, TQ9 5RT.

Support, subject to the SHDC tree officer's review as 30% is a large reduction to the tree.

3b. 1638/23/TCA – T1: Apple - Crown height reduction by 2M & Lateral reduction by 2M to stop encroaching on neighbour's property and on the roof of the cabin on my property. 7 Mount View Terrace, Totnes, TQ9 5EB.
Support.

4. PLANNING APPLICATIONS

To make recommendations on the following planning applications:

Note: Cllrs Allen and Hodgson observes and do not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.

4a. 1271/23/OPA - Outline application with some matters reserved for mixed use re-development site comprising circa 80 Residential Units, circa 1100sqm Commercial space, demolition of existing structures excluding Brunel building & chimney, provision of open space & surface water attenuation, parking & associated infrastructure. Full Permission for the Change of Use of the Brunel Building (Resubmission of 3136/22/OPA). Former Dairy Crest Site, Station Road, Totnes.

As Totnes Town Council we recognise the community aspirations for this important strategic site, which we also recognise in our draft Neighbourhood Plan text (as suggested in the Examiner's modifications) and the strength of concern and level of objections from the community about this hybrid application. Fastglobe has not engaged with the community and this plan does not meet the needs of the community nor aspire to the demands of climate change or biodiversity recovery.

Totnes Town Council (TTC) objects to the proposed application on the following grounds:

i. Public Right of Way, NW Boundary - The relocated access point to the public right of way opposite the station entrance as designed worsens an already unsafe provision.

Concerns raised over:

- Lack of pavements
- Unofficial zebra crossing from station entry
- Inadequate information or mapping to assure that this remains a safe off-road route to link with well used public footpath linking the station with the rear of Keviccs and the Public footpath and Cycle route
- Need for a turning circle for station traffic (new access road exacerbates issue as splays over the footpath)
- Potential for 400 cars a day from site leading to pedestrian safety concerns (lack of information regarding pedestrian safety concerns in access statement)
- Above concerns will affect on-site residents, employees, pedestrians (station and visitors)

ii. Internal Pedestrian Path - Details regarding the proposed pedestrian path linking the main site entrance and the river path on the NE boundary are requested as reserved and noted as 'potential pedestrian links: "Additional pedestrian access should be achieved through the site as part of the future reserved matters application, by providing a more direct and accessible route from the railway station to the River Dart." ~ Design & Access Statement p.24 (emphasis ours).

There needs to be certainty on this; a commitment to provide these links as an absolute minimum.

iii. Brunel Building - The proposed additional two storey opening in the north west elevation is considered unsympathetic for the following reasons:

- As this is a full planning application it should be accompanied by a Listed Building application
- It is over-scaled, being a direct copy of the proposed newly opened up access to the former Engine House.
- It is also located asymmetrically to the apex of the roof which is discordant with original design intention.
- Whilst this element could be considered under a subsequent Listed Building application we note that the drawings showing the proposal are included in the current planning application for Change of Use. The status of these drawings should be made clear – the illustrative drawings should not be accepted in principle or quoted in any decision notice for these reasons.
- The application is not explicit in terms of Community Use of the listed Brunel building. It simply states “Change of Use”. Key deliverable in TTV22(5). Planning statement commentary states that “the future community management will be agreed through the S106 agreement”. Community use should be captured in the description of the development alongside a suitable mechanism for delivery.
- The Historic England report recommends a Heritage assessment by SHDC, this is not yet available, but is essential to assess the PCL Heritage statement; the latter is inadequate in setting out exactly how the building will be restored. A proper SHDC Heritage officer statement is required prior to DM Committee presentation
- The F2 proposed change of use – Public Performance is not the most needed public use for what has been sought to be general community use; this should be changed
- There should be better public realm around the listed Brunel Building to reflect its historic status and provide adequate setting – in line with PPF

iv. Flood risk – Inadequate information to ensure flood risk regarding areas of the town downstream: ref. PCL Flood risk assessment the most recent IPCC data set (April 2022) is not fully quoted as required to ensure full compliance with this assessment. The built footprint creates an over developed area of impenetrable surface which is likely to increase flood risk

v. Drainage: Inadequate information – ref. SWW has raised concerns and have requested further information regarding surface water drainage and unexplained non-compliance with usual practice which need to be addressed before the plans come before SHDC DM committee

vi. Failure to address Climate change compliance - ref: inadequate response to required SHDC Climate compliance statement and Carbon Compliance statement provides little or no elements to support renewable energy on site or reduced energy use or reduction of carbon footprint as required at SHDC or comply with TTC declaration of a Climate Emergency. TTC would hope for an explicit commitment to green energy and transport to address the climate emergency.

vii. Lack of affordable Housing to meet SHDC declaration of a Housing Crisis - While this is a brownfield site, this is also one of the most sustainable sites in the town and therefore would benefit those most in need of affordable housing. Ref: PCL Planning statement - The Vacant Building Credit referred to should not be used to allow any slippage on policy to deliver 30% of housing on this site as affordable and that commitment needs to be assured at this outline planning stage.

viii. Imbalance of commercial against residential development - There is overdevelopment of allocated residential footprint at the expense of commercial opportunity being realised on the site.

This site is more suited to densely sited housing, e.g. terraced and flats with less parking but more commercial space in line with the SHDC JLP policy for this site.

ix. Support the Devon Wildlife Trust objection - and the points made therein, including adverse impact on wildlife, removal of trees and failure to provide 20% biodiversity net gain. Also the HRA for this application was incorrectly completed and Parts A (vi), (vii) and (viii) should respond yes as this site development will impact on a watercourse, will remove trees and will impact on a woodland.

x. Impact on air quality on AQMA/A385: this site should have a reduced parking in keeping with its position in direct proximity to a sustainable transport hub with the railway and bus services and access to cycle paths. More cars will have a direct impact on the AQMA and should be prevented by fewer private cars being provided for and there should be a Green Travel Plan for this application that includes provision of a car club facility. Developments that do not actively engender the use of green travel and promote car usage are considered contrary to DEV29.

xi. Layout - The Indicative layout is congested and does not allow for adequate public realm and open green space for the high volume of residents and commercial use.

xii. Lack of Construction Plan - Given the position and scale of this development and site a construction plan needs to be provided as part of the documentation for this OPA decision.

xiii. Housing Mix

- No justification for ratios.
- 29x 1 bed units in a single block is not a good mix.
- The application is unclear on the unit sizes.

xiv. Underuse of Site

- Allocation of commercial space and conversion of Brunel building suggests a significant reduction of employment/training opportunities on the site compared to the 160 Dairy Crest jobs.
- The Neighbourhood Plan allocates 6x the sqm for commercial space.

xv. Biodiversity & Wildlife

- No baseline data for the site submitted other than tree survey; as detailed in the Joint Local Plan the biodiversity of this site is to be enhanced. We would expect baseline data to be gathered before site clearance or any works begin.
- Further bat surveys need to be completed to fully assess the impact of demolition.
- No assessment of impact of site lighting on the wildlife habitat and bat flight corridor.

4b. 4026/22/HHO & 4027/22/LBC – Householder application and Listed Building Consent for to replace conservatory with new extension, and installation of air source heat pump and associated pipework. 12 Victoria Street, Totnes, TQ9 5EF.

Support. However, the Committee would ask that SHDC Environmental Health comment on the suitability of the proposed Air Source Heat Pump to ensure that its audible output is sufficiently low to avoid causing disturbance to neighbouring properties.

4c. 1583/23/FUL – Conversion of two cottages to one dwelling house. 1 Twin Cottages Gerston, TQ9 7HS.

Support.

4d. 1731/23/LBC – Listed Building Consent for replacement of windows for flat no's 2, 19, 39, 40 & 41. Seymour Court, Totnes.

To maximise the retention of the historic fabric of the building, the Committee supports the replacement of the window in drawing B and would wish to see the repair (rather than replacement) of the windows in drawings A and C with the suggestion of the installation of secondary glazing to improve thermal efficiency.

4e. 1953/23/PHH – Application to determine if prior approval is required for proposed larger home extension, extending 4.16 metres beyond rear wall, maximum height of 2.58 metres and 2.41 metres height at eaves. 5 Priory Terrace, Totnes, TQ9 5QE.
Support.

And

4f. 1427/23/CLE - Certificate for lawfulness for existing conservatory extension to front of house. 23 Elmhirst Drive, Totnes, TQ9 5UX. The Council is asked to provide factual evidence only to either support or refute the claim that the conservatory/building has been in situ for in excess of the last four years.

Cllr Bennett declared a personal interest.

Anecdotal evidence from Councillors that this conservatory has been in place for at least 4.5 years.

5. PENINSULA TRANSPORT ROAD INVESTMENT STRATEGY

To consider the Road Investment Strategy 2025-2030 consultation and any comments for a recommendation to Full Council (consultation closes 13th July 2023).

The Committee discussed the opportunity to comment on this strategy in relation to the developments that have been approved for Paignton and the impact this will have on the A385 through Totnes. It was **AGREED** to hold a short meeting prior to Full Council on 5th July to formulate a response to the consultation.

6. TRAFFIC AND TRANSPORT FORUM

To consider any recommendations from the Traffic and Transport Forum Steering Group held on 30th May 2023.

Noted.

7. S106 REQUEST

To note a request from Devon County Council Highways for S106 ideas for upcoming developments in Totnes.

Noted.

The Committee voted to extend the meeting by 15 minutes.

8. PENINSULA TRANSPORT CARBON TRANSITION STRATEGY

To note the Carbon Transition Strategy published by Peninsula Transport and Western Gateway Sub-national Transport Bodies.

Noted.

9. LOCAL FLOOD RISK MANAGEMENT STRATEGY NEWSLETTER

To note the Devon County Council Summer 2023 newsletter on Devon Local Flood Risk Management Strategy.

Noted.

10. EVENTS ON SOUTH HAMS DISTRICT COUNCIL LAND

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

- a. Dart 10K Swim, Friday 1st September 1000hrs – Sunday 3rd September 1600hrs, Longmarsh.
Noted.

11. DATE OF NEXT MEETINGS

To:

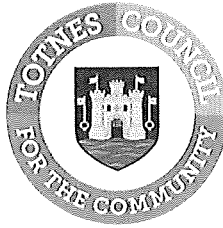
- a. confirm either the date of the August Committee on Monday 15th or 21st, or alternatively seek Full Council consent for the Clerk to be given delegated authority to respond to planning applications (informed by Councillor comment) in August; and

To **RECOMMEND** to Full Council that delegated authority is given to the Clerk for August to respond to planning applications based on comments from members of the Planning Committee. However, should a significant planning application be received the Committee will meet (date confirmed at the July meeting).

- b. note the date of the next meeting of the Planning Committee – Monday 17th July 2023 at 6.30pm in the Guildhall.

Noted.

Sara Halliday
Governance and Projects Manager
June 2023



DRAFT MINUTES FOR THE TOWN MATTERS COMMITTEE

MONDAY 26TH JUNE 2023 IN THE GUILDHALL

Present: Councillors J Cummings (Chair), G Allen (from 1840), J Chinnock (from 1840), S Collinson (from 1840), B Piper (from 1905), E Price and L Smallridge.

Apologies: Cllr Roberts.

In Attendance: Cllrs Auletta, Beavis, Cooper, Peters and Presswell, C Marlton (Town Clerk), 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, and it was noted that Cllr Piper was running late.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

On behalf of a resident Cllr Auletta raised the maintenance and clearance of the Leechwell and concerns about it potentially getting clogged with the lower volume of water flowing through it. It was **AGREED** that this will be brought to South Hams District Council's attention as the Leechwell is their asset.

The Committee reconvened.

2. ELECTION OF DEPUTY CHAIR

To elect a deputy chair for the Committee.

Cllr Smallridge volunteered to be the Deputy Chair which was **AGREED** unanimously.

3. CONFIRMATION OF MINUTES

To approve the minutes of 27th March 2023 and update on any matters arising.

The minutes were approved as an accurate record of proceedings. Matters arising: Item 3 – South West Water Consultation response. It was **RESOLVED** by majority to submit the response as drafted to the South West Water Draft Water Resources Management Plan 2024 consultation.

It was **RESOLVED** to suspend Standing Orders to enable wider Councillor discussion under Item 4.

4. COMMUNITY CONVERSATION

To consider the timeline, branding and draft survey for the Community Conversation and make a recommendation to Full Council.

Councillor discussion included: the budget; possible duplication in using direct mail and the Totnes directory to disseminate the survey; the inclusion of a demographic age range box under 'personal details'; engaging with youth groups and people in care homes; ticking five priorities rather than ranking them 1-5; a brief summary of the community's priorities from the 2019 consultation; including information on the responsibilities of the various tiers of local government; whether the question about precept contributions should be included; placing more information on the Town Council website; including a note of thanks from the Mayor.

The Committee reconvened.

To **RECOMMEND** to Full Council to accept the timeline, branding, and draft survey subject to the amendments discussed in the meeting and further input from Councillors. Full Council is asked to vote on the budget element of the proposal.

5. MOTOR HOME FACILITIES AT LONGMARSH

To consider the implications of overnight parking by motorhomes in Longmarsh car park and make any recommendation to Full Council.

To **RECOMMEND** to Full Council that it writes to District Councillors, and South Hams District Council's Environmental Health and Localities teams to register the town's concerns. Cllr Piper to draft a letter for the Clerk to send.

6. NEIGHBOURHOOD WATCH COMMUNITY SAFETY CHARTER

To consider signing up to the Devon and Cornwall Policy Community Safety Charter and make any recommendation to Full Council.

To **RECOMMEND** to Full Council that it signs up to the Community Safety Charter.

7. SKATE PARK

To note an update on the skate park.

Noted.

8. COST OF LIVING PARTNERSHIP UPDATE

To note the minutes of the Cost of Living Partnership meeting and statistics provided from Stepping Stones.

Noted. The Committee praised the work that those involved in the Cost of Living Partnership are carrying out.

9. CLIMATE EMERGENCY WORKING GROUP

To note the minutes of the Climate Change Working Group held on 21st March 2023 (standing item).

Noted.

10. DATE OF NEXT MEETING

To note the date of the next meeting of the Town Matters Committee – Monday 25th September 2023 at 6.30pm.

Noted.

Sara Halliday

Governance and Projects Manager

DRAFT

ITEM 5 – CONSIDERATION OF RECOMMENDATIONS

5a. Full Council, 5th June 2023

No recommendations.

5b. Council Matters Committee, 12th June 2023

Item 4. Community Grant Applications – To **RECOMMEND** to Full Council the allocation of the following grants under the Totnes Town Council Community Grant Applications June 2023: [see over page]

5c. Planning Committee, 19th June 2023

Item 5. Road Investment Strategy – To **RECOMMEND** to Full Council that it responds to the consultation [a short meeting is to be held before Full Council to discuss the recommendation].

Item 11. August Meeting - To **RECOMMEND** to Full Council that delegated authority is given to the Clerk for August to respond to planning applications based on comments from members of the Planning Committee. However, should a significant planning application be received the Committee will meet (date confirmed at the July meeting).

5d. Town Matters Committee, 26th June 2023

Item 4. Community Conversation - To **RECOMMEND** to Full Council to accept the timeline, branding, and draft survey subject to the amendments discussed in the meeting and further input from Councillors. Full Council is asked to vote on the budget element of the proposal.

Item 5. Motor Home Facilities at Longmarsh - To **RECOMMEND** to Full Council that it writes to District Councillors, and South Hams District Council's Environmental Health and Localities teams to register the town's concerns.

Cllr Piper to draft a letter for the Clerk to send.

Item 6. Neighbourhood Watch Community Safety Charter - To **RECOMMEND** to Full Council that it signs up to the Community Safety Charter.

Applicant	Project	Amount requested	Total project cost £	% of total cost	Cost of Living Relevance?	Committee recommendation	% suggested	Notes/Actions
Stepping Stones (1)	Totnes Food Bank & TQ9 Community Food Club (May 2023-May 2024)	7060	13000	54.3	Yes	3530	50%	Unanimous
St John's Church	Bubbles, Birds & Sewing Bees (Jul 2023 - Mar 2024)	2888	5,300	54.5	in part	722	25%	Unanimous
Totnes Library	Kitchen & Refreshments Offer (Jul - Dec 2023)	1613.41	1613.41	100	in part	1210.05	75%	Unanimous
Totnes Rural Area Youth Engagement (TRAYE)	Bridgetown Youth Club	5,000	5,980	83.6	In part	3750	75%	Cllr Hodgson declared an interest. 2 abstentions on the vote
DYS Space	Subsidising trips for young people over the summer (26 Jul - 31 Aug 2023)	500	700	71.4	In part	500	100%	Unanimous
Citizens Advice South Hams	Totnes Community Outreach Programme (Jul 2023 - Jun 2024)	11938	19476	61.3	Yes	5969	50%	2 against
Totnes Caring	Lunch Club (Jul 2023 - Jul 2024)	13252	20339	65.2	Yes	6626	50%	Unanimous
Transition Town Totnes (TTT)	The Energy Wise Show (Jul - Oct 2023)	2456	3964	62	Yes	0	0	Unanimous. Sustainability Officer to table for consideration via the Climate Change budget
Earthjump CIC	Play on a Shoestring (Jun - Sep 2023)	£1,070.00	£1,070.00	100	In part	£0.00	50%	Unanimous. Cllr Piper will speak to Bridgetown Alive about funding. Administrator to go back and advise that they should approach BA after Full Council
Stepping Stones (2)	Staff Funding for Food Bank and TQ9 Food Club (Oct 2023 - Jun 2024)	£14,529	£20,250	71.7	Yes	0	0	Unanimous.
Chamber of Commerce	Christmas Lights 2023 (Nov - Dec 2023)	2000	2000	100	In part - support to business	0	0	Unanimous. Cllrs Peters, Price and Bennett to discuss with the Chamber.
Food In Community	Cost of living support for struggling households	3527.87	5427.5	65	Yes	2645.9025	75%	Unanimous
Total		65,834.28	99,119.91	66.4		24952.9525		

Full Council July 2023

Item 7 Community Outreach Budget – proposed overspend

Budgets

COMMUNITY OUTREACH

2023/24	Current budget	Proposed	NOTES
COMMUNITY OUTREACH	35000	35000	Annual total allocation
Already spent		-59	Town Meeting room hire
Civic Square Lights and Trees	-3000	-3000	
Christmas lighting	-45000	-45000	Based on tenders received
Christmas shop front competition	0	-1400	To be considered
Totnes Directory Updates	-2000	-2000	
Defibrillator Pads/Serviceing	-500	-500	
Facebook/Comms	-500	-500	
Community Consultation	-1000	-4630	To be considered – SEE BELOW
TOTAL	-17000	-22089	Council agreed an overspend of £17,000 for Christmas previously. This would be an additional £5089

OVERALL SPEND ON CHRISTMAS IF AGREED

CHRISTMAS 23 24		Budget
Christmas late nights	-13000	Arts and Culture
Christmas light switch on	-3000	Arts and Culture
Civic Square Lights and Trees	-3000	Community Outreach
Christmas lighting	-45000	Community Outreach
Christmas shop front competition	-1400	Community Outreach
TOTAL	-65400	

IMPACT ON YEAR END EXPECTED (ESTIMATED)

Current year end (23/24) projected to retain reserves of around £500,000 (including previously agreed Christmas light overspend)

This additional overspend on the Christmas competition and community consultation would leave reserves at an estimated £495,000

COMMUNITY CONVERSATION – DETAILED BREAKDOWN

Detail	Estimated Cost	Notes
Design	£0.00	In house
Survey Monkey	£385.00	Annual subscription
Printing	£750.00	Estimated
Social Media	£100.00	Adverts and boosting
Totnes Directory	£430.00	Advert and separate leaflet
Totnes Times	£500.00	Estimated
Direct Mail	£465.00	Leaflet drop, excluding printing
Entry Prize	£50.00	To be spent locally

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Market stall/pop ups	£200.00	Manned by Councillors who are willing over the summer
Processing responses	£0.00	In house
Facilitator	£1000.00	
Start up session and Strategic Priority setting day	£750.00	Could potentially be funded from Cllr training
Drafting plan	£0.00	In house
Post Strategy Comms	£0.00	In house using existing budgets
	£4630.00	Current budget is £1000 so this would constitute a significant overspend

Christmas Shop Front Branding

Let's light up Totnes!

Christmas Business Competition

Totnes Town Council and the Chamber of Commerce invite all town centre businesses to make Totnes twinkle by entering a competition to decorate the windows or fronts of the buildings

There are 4 categories:

- Best festive window display below Eastgate Arch
- Best decorated building frontage below Eastgate Arch
- Best festive window display above Eastgate Arch
- Best decorated building frontage above Eastgate Arch

Please email your business name and address by 30th November 2023:
reception@totnestowncouncil.gov.uk

Judging will be done in early December

1st: £200
 2nd : £100
 3rd : £50
 in each category

WIN!

ITEM 8 – LIST OF MEETING DATES

Month	Full Council, 7pm	Council Matters Committee, 6.30pm	Planning Committee, 6.30pm	Town Matters Committee, 6.30pm
July 2023	Monday 3 rd	Monday 10 th	Monday 17 th	No meeting
August 2023	A recess meeting will be called by the Mayor if required	No meeting	Monday 14 th or 21 st (if required)	No meeting
September 2023	Monday 4 th	Monday 11 th	Monday 18 th	Monday 25 th
October 2023	Monday 2 nd	Monday 9 th	Monday 16 th	No meeting
November 2023	Monday 6 th	Monday 13 th	Monday 20 th	Monday 27 th
December 2023	Monday 4 th	No meeting	Monday 11 th	No meeting

Arts and Events Working Group (12pm in the Guildhall) - 19th July, 18th October 2023

Council Assets and Public Realm Working Group (12pm in the Guildhall) - 19th September, 21st November 2023

Climate Emergency Forum (6pm third Tuesday of each month in person and/or via Zoom) - 18th July, 19th September, 17th October, 21st November 2023

Traffic and Transport Forum (6.30pm last Wednesday of each quarter (or Steering Group as required) in person and/or via Zoom) - 26th July, 25th October 2023

July

Full Council – 3rd July at 6.30pm

Council Matters Committee – 10th July at 6.30pm

Planning Committee – 17th July at 6.30pm

Climate Emergency Forum – 18th July at 6pm

Traffic and Transport Steering Group – 19th July at 6.30pm

Traffic and Transport Forum – 26th July at 6.30pm

August

Full Council – a recess meeting will be called by the Mayor if required

Planning Committee – 14th or 21st (TBC) at 6.30pm if required

September

Full Council – 4th September at 6.30pm

Council Matters Committee – 11th September at 6.30pm

Planning Committee – 18th September at 6.30pm

Climate Emergency Forum – 19th September at 6pm

Town Matters Committee - 25th September at 6.30pm

Traffic and Transport Steering Group – 27th September at 6.30pm *if required*

