



AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 4TH SEPTEMBER 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 a meeting of the Council, on **Monday 4th September 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 – no document.

The Council will convene to consider the following items:

3. CLERK'S REPORT (Standing Item)

To note the Clerk's Report for July and August 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 3rd July 2023 – document attached.
- b. Extraordinary Full Council 24th July 2023 – document attached.
- c. Recess Committee 7th August 2023 – document attached.

To note the following minutes:

- d. Council Matters 10th July 2023 – document attached.
- e. Planning Committee 17th July 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 3rd July 2023
- b. Extraordinary Full Council 24th July 2023.
- c. Recess Committee 7th August 2023.
- d. Council Matters 10th July 2023.
- e. Planning Committee 17th July 2023.

6. SOUTH HAMS DISTRICT COUNCIL COMMUNITY ECONOMIC PLAN

To consider participation in South Hams District Council's economic strategy project known as the 'Community Economic Plan' which is due to launch this autumn. Document attached.

7. CASTLE MEADOW ANTI-SOCIAL BEHAVIOUR

To consider a request from the police to remove the one remaining bench in Castle Meadow to deter anti-social behaviour in the area. Document attached.

8. TOTNES SIGNAGE ARTWORK

To consider the artwork design for metal decorative signage above the "Totnes Town Centre" sign on The Plains. Document attached.

9. PLANNING DECISION APPEAL

To consider whether to apply for Rule 6 status for Council participation in two planning appeal cases linked to the Former Dairy Crest Site. Document attached.

10. LICENSING APPLICATION

To consider a licensing application for the Riverside Café, Steamer Quay Road. Document attached.

11. COMMITTEE MEMBERSHIP

To consider the committee, working group and link council membership and any changes requested. Verbal update

12. LIST OF MEETING DATES

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

13. NEXT MEETING

To note the next meeting date of Monday 2nd October 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.

14. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

15. CIVIC HALL PILLARS ART PROJECT

To consider an update on the Civic Hall pillars art project (commercially sensitive). Document attached.

16. PAYMENTS CONTRARY TO FINANCIAL REGULATIONS

To consider the suspension of Financial Regulations section 5.3 to make payments in advance of goods received for (commercially sensitive). Document attached:

- a. Metal signage above the "Totnes Town Centre" sign on The Plains; and
- b. Christmas Lights Switch on Entertainers.

17. LEGAL CHALLENGE

To consider a recent case changing/challenging the terms of Councillor and staff declarations related to Council insurance (legal). Document attached.

18. ELMHIRST PROJECT

To consider (commercially sensitive):

- a. an update on the Elmhirst project (verbal update); and
- b. a resolution from one of the District Councillors (document attached).

Agenda produced by:

Catherine Marlton

Town Clerk

30th August 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.

ITEM 2B – DISTRICT COUNCILLOR ALLEN’S REPORT

I won't duplicate John Birch's report, which covers most of the things I have been involved with, but just to say also that all three Totnes District Councillors are involved in the Freeport Task and Finish group and as the next meeting is/was on Thursday 31st August, I would be happy to answer any questions (as much as I can in terms of confidentiality) and within time constraints. I have also been involved in the beginnings of a conversation about a potential strengthening of environmental protection to the area towards Ashprington on the outskirts of town and surrounding Bowden Pillars. I would appreciate councillors thoughts on this. As I am on the licensing committee, I would be happy to hear councillors thoughts on the late night licensing issue at Riverside Cafe.

ITEM 2D – DISTRICT COUNCILLOR PRESSWELL’S REPORT

1. Presently helping to support the 20's Plenty campaign, and alongside County Councillor Jacqi Hodgson's petition, we are trying to get a small demonstration outside the county hall prior to her motion being presented at County Hall. To give all Parishes the choice of having a 20mph zone through their villages/towns, and not just the few chosen by County Council.
2. I'm meeting with the local representative of the Royal British Legion, to scope the needs of ex service men and women in the area.
3. Alongside the other District Councillors, we are trying to clarify the development legitimacy and environmental protections around the proposed Freeport facility.
4. Community conversations....the street response.
 - Generally the document was too wordy
 - High praise from a number of visitors who took a copy back to their own councils to do something similar.
 - Pedestrianise the top of the town, or between 10 and 4pm as they apparently do elsewhere.
 - Move the CAB into central Totnes.

John Birch

SHDC Member for Totnes

**Report to the Totnes Town Council meeting to be held on
Monday 4 September 2023**

I report on the following.

The Shady Garden

I have received several complaints regarding the continuous unauthorised use of the Shady Garden in the High Street on Saturday mornings by a group distributing a leaflet of dubious content. In doing so they are causing a regular nuisance. The garden is in the ownership of SHDC and it has not received any application by the group to use its property.

I have taken up the matter with SHDC officers and they confirm the use is unauthorised and that action needs to be taken to prevent further such use and nuisance.

It is proposed that SHDC work with the Totnes Town Council to bring about a solution and discussions are to take place shortly.

Fastglobe planning appeals.

Fastglobe has lodged appeals against the refusal of both its planning applications for development on the former Dairy Crest site. There will be a Public Inquiry and this will probably be held before the end of the year.

The Town Council will need to decide if it will be taking an active part in the Inquiry under what is known as Rule 6 status. Rule 6 status means that an involved party will be able to present evidence on a formal basis and cross examine the evidence of others.

To apply for Rule 6 status an immediate application needs to be made to the Planning Inspectorate.

Skatepark

SHDC will shortly be carrying out a public consultation and survey on the location of the proposed skatepark at Borough Park. One option is adjacent to that part of the leisure centre facing the park. The other is at the location of the current skatepark adjacent to the hedge and trees adjacent to the railway station car park.

Steamer Quay Caravan park

I am informed that the Caravan Club's planning application to update and modernise its site is close to being determined subject to members' approval. There has been a lengthy delay in processing the application due to the failure on the part of The Caravan Club to submit the correct documentation.

Riverside Café drinks application

The new owner of the Riverside Café has submitted an application for a new premises licence

The application is for:

- Late Night Refreshment Monday to Sunday from 23:00 to 00:00.
- Supply of alcohol for consumption on and off the premises: Monday to Sunday from 10:00 to 00:00.
- Opening Hours Monday to Sunday 08:00 to 00:00.
- Non standard timings for late night refreshment and supply of alcohol - New Years Eve from the end of permitted hours on New Years Eve to the start of permitted hours on the following day.

Any representation should be sent to the Licensing Department at South Hams District Council or email licensing@swdevon.gov.uk no later than **11 September 2023**.

Follaton Arboretum

The arboretum is a hugely valued resource by the local community, and is well used. However it was recognised that the site was in a state of gradual decline, with a lack of capital investment and limited maintenance.

Intervention was necessary to re-establish the amenity and recreational value as open space, while restoring and creating new habitats within the site.

SHDC has been working closely with Parklife SW to deliver these improvements.

Work carried out includes:

- Planting of 40 large standard trees to further vary and complement existing trees in the Arboretum
- Planting several hundred whips (young trees) which will create new wildlife copses
- Extensive pruning to open up the entrance to the Arboretum
- Pruning of specimen (feature) trees to re-establish views and improve

tree health

- Meadow enhancements (e.g. introducing some scything and raking of the lower slopes – over 200 southern marsh orchids recorded here in 2022)

A contractor has been employed to carry out the resurfacing of the main 450m long switchback path from the site entrance to the top of the arboretum.

This addresses a degraded surface laid in the mid 1990s, which is not functioning well for wheels (mobility scooters, powerchairs, wheelchairs, buggies, push chairs etc), or for the walking disabled, including those with physical and sensory impairments.

The resurfacing project will install concrete channel drains to mitigate against future erosion, and will create an all access path to this well used and valued public space.

Upon completion of the path works, new furniture and bins will be installed.

Efforts to further improve the arboretum will continue (external funding applications are anticipated), including replacement of the pagoda, possible surfaced path extension, 'tree trail' and embedding the 'biodiversity' style of management of parts of the site within the Council's in-house Grounds Maintenance operation.

Cllr John Birch

SHDC Member for Totnes

29 August 2023

Full Council Monday 4th September 2023 - Clerks Report

General update

- Sadly Jane has left the Town Council for personal reasons. The good news is we have appointed a new Tourist Information Assistant on a fixed term basis until the end of the season. Please pop in and say hi to Linda if you get a chance.
- Work on the Christmas light project continues..... some challenges around electrical point availability/safety and more infrastructure improves are needed than previously thought. Site meeting with Town Council officers, Blachere and their installation sub-contractors took place on 16th August. Work is ongoing to ensure all power source requirements will be in place, including a meeting with SHDC about an outline planning application submitted for power points on The Plains. An update on the budget will be shown at Council Matters this month.
- The Chamber of Commerce are still working on the old cross street lighting. They have accepted ownership and aim to move them from our storage during September. They have requested that offer of free use of the Civic Hall to test said lights is extended from the first week of September offered. I have agreed subject to the same terms – when the hall is not booked, clearing away every night, paying for caretaking, paying if a booking request comes in.
- Following a request from a member of the public we are costing up traffic management training that would enable community members and groups to close roads for community events. More information to follow.
- The Community Conversation survey is still live, it closes on 6th September. Can everyone please complete and circulate the survey for a last push. Circa 300 responses in so far, it would be good to get around 500 for about 8% of the electoral register.
- Two of the three benches on Castle Meadow have been removed due to anti social behaviour. Police have increased patrols and the issues seem to have subsided for the moment.
- We have had 2 separate incidents of graffiti at the Civic Hall/Market Square. The low level damage will be dealt with by the Assistant Town Maintenance Officer but the large area on the gable end may require scaffolding. Police have been informed.
- In addition to the graffiti hirers have reported aggressive members of the public trying to gain access to private events. We are investigating additional security measures such as locking systems and CCTV coverage.
- The question of the Leechwell basin ownership has been raised. I am waiting on a response from SHDC and may have to contact English Heritage. I believe it is an unadopted town asset and the Town Council has historically contributed financially to maintenance by request. There may be insurance and health and safety checks needed by whoever is found to be responsible in due course.
- The new offices are working well, we have a few snagging issues to contend with and decorating and upgrading downstairs is ongoing but taking a bit longer than hoped due to staff shortages. When the conference table is delivered it will be possible to have working groups and informal meetings upstairs during office working hours. Councillors are still asked to contact the office to book in for meetings, Becky for the Guildhall and Lisa for the meeting room please.
- We had a challenging day in July when an extremely vulnerable woman arrived at the Town Council offices for a housing appointment after having been discharged from hospital. Amy spent all day caring for and helping the woman and I understand Cllr Hodgson is looking into how such a thing could have happened.
- I am still waiting on the new agreed Eastgate lease but it should be with us by the time Full Council meet. Having met with the sub tenants it has been agreed they will each pay £200 annually towards the costs of continuing to lease the space.

- The Town Council have been successful in securing some grant funding from GWR for extending the Christmas Late Night events park and ride service to include collection and drop off at the station.
- I have received a request for a significant amount of funding support for a 2024 Festival. I have emailed all Councillors about this matter and the challenges regarding timescales and budget.
- Cemetery. Since May: 5 interments (4 full and 1 cremated remains); 4 memorial applications process; 6 deed of grant transfers completed. Annual safety check completed of memorial stones most likely to cause a risk, and all newly erected memorial stones. Grounds maintenance quality of service continues to be an issue – officers are closely monitoring and raising concerns with the contractors.
- Borough Park/Open Spaces, Sport and Recreation (OSSR) review – working with SHDC officers to arrange a meeting between them and TTC link councillors to discuss re-energising the Borough Park Users Group and the town's OSSR Plan (set for 6th September – relevant Councillors have been emailed). The OSSR will be reviewed through the Town Matters Committee.
- Neighbourhood Plan – SHDC have received an updated version of the plan and in September 2023 the SHDC Executive are due to consider the Town Clerk's letter requesting that SHDC consider taking the next steps to taking the Totnes Neighbourhood Plan to referendum.
- Issue with declaration of interests in terms of Council insurance – case at Clevedon Town Council. Email sent to all Cllrs and item on the FC agenda to discuss. <https://www.bbc.co.uk/news/uk-england-somerset-66511471>

NALC/DALC updates

Coronation Living Heritage Fund

On 22 August 2023, the Department for Environment, Food & Rural Affairs (DEFRA) launched the Coronation Living Heritage Fund for applications. The fund will support local tree-planting projects across communities to celebrate the King's Coronation. Applications are welcome from district, borough, city, and county councils, unitary authorities, and metropolitan boroughs. Parish, community and town councils and community groups should apply through the above's tree officers or environmental team. The application window will be open until 26 September 2023. Councils can apply for an amount between £10,000 and £50,000 per option for one or both of the following options; Coronation Micro Woods (enabling councils to plant miniature areas of rapidly establishing woodland in urban areas) and Coronation Community Orchards (enabling councils to provide grants to local people and groups to establish community orchards).

Design Code Pathfinder Showcase

We have teamed up with the Society of Local Council Clerks to hold a FREE online event about the Design Code Pathfinder Programme on 20 September 2023. You will hear from the government's new Office for Place to hear more about the programme and the work local authorities and neighbourhood planning group partners have undertaken to deliver more healthy, beautiful, and sustainable places. Design Codes have come to the fore, especially following the publication of the National Planning Policy Framework in 2021, highlighting their role by local planning authorities, developers and communities. This includes local councils, which many expect to be at the forefront of their development.

NALC in Parliament

It's been a busy and productive week for NALC's advocacy in parliament ahead of the summer recess. I was delighted the House of Lords backed our call for local councils to be able to hold remote council meetings by voting to support an amendment to the Levelling Up and Regeneration Bill. NALC's president, Baroness Scott of Needham Market, has spearheaded this campaign in parliament, speaking out strongly in debates.

She was among numerous supporters of a new clause to the Bill that Baroness McIntosh of Pickering proposed. We'll be working with various organisations, including the LGA, to lobby for this to be retained, as given the government's opposition, it may be overturned when the Bill returns to the House of Commons. And following pressure by NALC to clarify the powers of local councils to provide financial assistance to places of worship, the government has introduced an amendment to the Bill, which was also supported. However, it was disappointing to hear the government continue to resist extending the dependent carer's allowance to local councils, despite support from other political parties. Along with NALC's chair, Cllr Keith Stevens, other colleagues and I have represented our sector at various summer receptions this week hosted by Mobile UK, the All-Party Parliamentary Group for Local Government and the Centre for London. These allowed us to engage with ministers, shadow ministers, MPs, Peers, principal council leaders, think tanks and other stakeholders. Keith also met with Sir Julian Lewis MP on 19 July 2023 to discuss his Early Day Motion on standards, brief him on our Civility and Respect Project and explore how we can work together to engage with MPs on this critical issue.

Devon Housing Commission calls for new measures on Devon holiday lets



DALC understands the significant challenges facing our communities regarding the current housing crisis. Challenges including: lack of affordable housing and diverse housing stock, growing second home ownership and the rise of short term holiday lets. We are part of the Devon Housing Task Force, a partnership of the county's local authorities, to provide a parish perspective to discussions on this important matter.

Earlier this year the task force established the Devon Housing Commission, backed by the University of Exeter, to tackle Devon's broken housing market, and make recommendations to government for policy change. Just yesterday, the Commission published its latest calls for new measures on Devon holiday lets.

The Commission is keen to hear from a wide variety of organisations, including parish and town councils. They are particularly interested in hearing what you believe might make it easier to deliver the housing needed, and what solutions might be. **Respond to the call for evidence.**

DALC Training

Cllrs will be emailed a list of training opportunities available between Sep – Dec 23

NALC Events

- 27SEP - ENGAGING WITH LOCAL COMMUNITIES THROUGH DIGITAL ENGAGEMENT
- 25OCT - EMPOWERING YOUNG VOICES IN YOUR COMMUNITY
- 14NOV - DEMOCRACY IN ACTION
- 22NOV - MAKING THE PLANNING SYSTEM WORK FOR LOCAL COUNCILS
- 15DEC - WINNING STRATEGIES FOR THE FUNDING GAME
- 31JAN - HOW LOCAL COUNCILS CAN BENEFIT FROM THE LEVELLING UP AGENDA
- 28FEB - THE GOOD, THE BAD, AND THE UGLY OF SOCIAL MEDIA IN THE LOCAL COUNCIL SECTOR
- 27MAR - RECONNECTING COMMUNITIES THROUGH COMMUNITY TRANSPORT

Correspondence log

Extract from the correspondence log:

Date	Name	Subject
04/07/2023	Dept for Transport	Road Investment Strategy Consultation - TTC Response
04/07/2023	Various	Anti-social behaviour in Castle Meadow - post Full Council discussion
05/07/2023	Devon & Cornwall Police	Anti-social behaviour in Castle Meadow
06/07/2023	REDACTED	FOI Emissions Data
10/07/2023	REDACTED	Queue for Fish Van at Friday Market - use of CH Ramp, further question
12/07/2023	REDACTED	Licensed party at Longcombe
12/07/2023	REDACTED	Anti-social behaviour in the High Street
13/07/2023	Trees for Totnes	Use of Water Bowser
18/07/2023	REDACTED	Architect's response re 4021/21/VAR Steamer Quay Care Home
21/07/2023	REDACTED	Overgrowing vegetation on Bypass blocking pavement
21/07/2023	Duchy of Somerset	Eastgate Lease
24/07/2023	REDACTED	Paving stones removed from The Plains
25/07/2023	REDACTED	Closure of Totnes Railway ticket office
26/07/2023	GWR	Closure of Ticket Offices Consultation - TTC Response
27/07/2023	REDACTED	Bins left in Church Close
07/08/2023	REDACTED	FOI - Vexatious policy
08/08/2023	Heritage Groups - Image Bank , Totnes Museum, Costume Museum	Eastgate Lease
16/08/2023	REDACTED	Use of Shady Garden on Saturdays
22/08/2023	REDACTED	Views on success of Transition Town concept [educational project]
23/08/2023	Devon & Cornwall Police	Anti-social behaviour in Castle Meadow
23/08/2023	Castle Meadow Residents	Anti-social behaviour in Castle Meadow
23/08/2023	Devon & Cornwall Police	Anti-social behaviour Civic Hall/Market Square
23/08/2023	TQ9 Partnership	Updating that Amy will not be continuing the coordination work and encouraging the completion of the CC survey
29/08/2023	Devon County Highways	Asking for no road closures to be authorised during December because of the Tuesday events and christmas trade

29/08/2023	Allotments Association	Castle Meadow hedge management and dumping of garden waste
29/08/2023	REDACTED	Reply to a MoP re views on administration and cost of the Council

Cost of Living/TQ9:Together We Care

- Following on from the CoLP meeting on 8th June TQ9 Partners were invited to a special meeting on 27th June to discuss the needs of local community organisations in terms of work space.
- The meeting was well attended by 8 organisations, Town Clerk, TQ9 Coordinator, 3 Totnes Town Councillors and District Councillor, John Birch.
- It was agreed that Claire Hill from Totnes Caring would lead on researching and pulling together a proposal for Cllr Birch expressing what these organisations need in terms of resources, infrastructure and costs.
- The Town Council started helping with the TQ9 Partnership coordination when the 'Warm Spaces' calendar was set up last year. Amy has done a great job for us but we need to refocus more of her hours back into the core Town Council business.
- From September 2023 Amy will no longer be attending or setting up any meetings. A Town Council rep will continue to attend when available (ie Clerk or Link Councillors) and we will continue to update the calendar with warm space events.
- We are thinking of moving away from sending out the grant opportunities by email and will instead create a page on our website that will be kept up to date. That way TQ9 partners and also other local charities around youth provision and heritage can access the information as well.

Visit Totnes

TIC, website and social media stats

First Quarter:

In July, we had 33,600 views of the website and reached 40,000 accounts on Facebook and 8,000 accounts on Instagram

The Tourist Information Centre in the Market Square received a total of 308 enquiries in July with 287 of these in-person. 12% (34) were from local residents asking for bus timetables. (July 2022 = 390 enquiries (360 in-person)).

We sadly lost our Tourist Information Assistant, Jane Gallagher, at short notice in July due to a change in personal circumstances. In the interim we tried to keep our Tourist Information Centre open as much as practically possible but lost four days of opening. We swiftly recruited a replacement Assistant and we welcomed Linda Goss, who has previously worked for the Tourist Information Centre in Torbay, to the team at the start of August.

Totnes Summer Fair

We enjoyed glorious sunshine for the Totnes Summer Fair on 23 August. Despite the beach-worthy weather, we had a great turnout (especially in the cooler morning) with lots of visitors enjoying the free entertainment, including crafting, a magician, and musical performances by two young local bands from Jamming Station. Over 100 faces were painted and more than 100 pom pom bees were created - both offered free to ensure visitors had a great day out. We also handed out x200 tokens for a free fairground ride (to TQ9 5-- residents). It was a day of mixed success for our traders, with some doing well and others less so.

Wayfinding

Additional Totems and maps have now been installed by the SHDC Totnes Depot Team in key locations in the town as part of our wayfinding project:

- North Street Car Park (totem)
- St Mary's Church (totem)
- The Market Square (wall sign)
- The bus stop opposite The Royal 7Stars (wall sign)
- Town Mill (advertising and information board)

Two new fingerposts will be installed outside Waterside Bistro and opposite the 7Stars next month.

Dartmouth link up

I've met with Jo from Visit South Devon / Discover Dartmouth to discuss better joint promotion so we can both leverage each other's visitors. Plan includes working together to promote Totnes as a day destination from Dartmouth for individuals and groups, sharing direct mail opportunities and having a dedicated section on the website.

Community Conversation

We've promoted the Community Conversation through both digital and traditional media. The Totnes Times featured our press release and we placed an advert for the front page. We also designed an advert for inclusion in the Totnes Directory, which is sent to all houses in Totnes. We've also shared numerous organic and paid posts on Facebook, Instagram, Twitter and Threads.

Council Assets

There has also been 7 private bookings for weddings in the Guildhall this year so far with another 2 in November and December.

Guildhall visitor numbers:

July and August: 2293

Total to date: 3543

Donations received to date: £3477

We have lost three volunteers this year for various personal reasons. If Councillors are able to assist with filling the gaps please contact Becky.

Civic Hall

July 2023 <ul style="list-style-type: none">• Artisan Market• Gem & Crystal Show• Newcross Health Training• English in Totnes	August 2023 <ul style="list-style-type: none">• Artisan Market• Theatre Royal Barn Dance• Dance & Drama Children's Summer School• Visit Totnes Summer Fair• Holistic & Wellbeing Festival• Wedding Reception	September 2023 <ul style="list-style-type: none">• Artisan Market• Flooring Refurb (one weekend)• Bowden Pillars Future Launch Event• Pollen Tribe
October 2023 <ul style="list-style-type: none">• Artisan Market	November 2023 <ul style="list-style-type: none">• T&D Flower Club	December 2023

<ul style="list-style-type: none"> • Caring Town Totnes • Churchill Retirement Living • Charity Music Concert • Pollen Tribe <p>Construction Work to create new fire exits /increase capacity to begin.</p>	<ul style="list-style-type: none"> • Polling Station • TAODS Rehearsals • Transition Town Totnes • Christmas Light Switch on • Wedding Reception 	<ul style="list-style-type: none"> • Late Night Shopping x 3 • TAODS Rehearsals • Pollen Tribe
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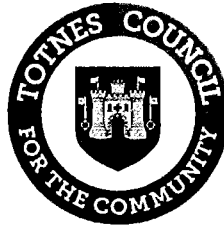
WEEKLY REGULARS			
Mondays	Tuesdays	Wednesdays	Thursdays
Dance Collective	Clubbercise Exercise Class Hula Hoop Exercise Class	2 Margaret Morris Movement (Term time only) Fortnightly Extra Session Dance Collective	Dance Space

Catherine Marlton

Town Clerk

30th August 2023





DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 3RD JULY 2023 IN THE GUILDHALL

Present: Councillors J Hodgson (Acting Chair), G Allen, L Auletta, C Beavis, T Bennett, T Cooper, J Cummings, D Peters, B Piper, A Presswell, N Roberts and L Smallridge.

Apologies: Cllrs Chinnock, Collinson, Price.

Not Present: Cllr Hannam.

In Attendance: DCllr Birch, C Marlton (Town Clerk) and P Bethel (Town Sergeant)

1. WELCOME TO ALL ATTENDING AND OBSERVING

Cllr Hodgson asked for a minute's silence to remember Chris Hundy who had been a mace bearer to the Council whose funeral took place today.

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.

In the absence of the Mayor and Deputy Mayor, it was unanimously agreed to appoint Cllr Hodgson as Acting Chair.

The apologies were received and agreed unanimously.

Cllr Smallridge declared an interest in the Why This Field campaign.

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 will send through her report and updated on: highways – the speed camera at KEVICC, inviting proposals for road repairs, and co-ordination of various road works in the town; and the climate emergency forum will be looking at community composting.
- b. District Cllr Allen had not submitted a report and had no comments to make.

c. District Cllr Birch had submitted a report and updated on upcoming formal meetings between South Hams District Council (SHDC) and the five town councils to work together and discussions on economic development initiatives. Cllrs asked about the transparency and central government funding around freeports. DCllr Birch explained that an organisation has been set up for the Plymouth and South Devon freeport and he is pressing for public meetings to be held. In addition, the SHDC Governance and Audit Committee will consider this week setting up a Freeport Working Group to conduct a review which will include: what is a freeport; what is the information on Plymouth and South Devon freeport; and what is SHDC's involvement.

d. District Cllr Presswell had submitted a report and updated that the SHDC reception at Follaton House had reopened today. Cllrs asked about the lack of facilities at Longmarsh for overnight motorhome use, the leisure centre and the lack of maintenance at Moorashes meadow.

The Council reconvened.

3. CLERK'S REPORT (Standing Item)

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

Noted.

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.

Subject to an amendment that Cllr Hodgson had sent apologies and was not present, it was **RESOLVED** unanimously to approve and sign the minutes.

To note the following minutes:

b. Council Matters Committee 12th June 2023.

Noted.

c. Planning Committee 19th June 2023.

Noted.

d. Town Matters Committee 26th June 2023.

Noted.

5. 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 June 2023.

No matters arising.

b. Council Matters Committee 12th June 2023.

Item 4 – Community Grant Applications. The following personal interests were declared: Cllr Cooper as a volunteer with Food in Community; Cllr Hodgson as the Chair of TRAYE; and Cllr Roberts as a trustee to Transition Town Totnes. It was **RESOLVED** by majority to allocate the following grants under the Totnes Town Council Community Grant Applications June 2023:

Applicant	Project	Amount Requested £	Total Project Cost £	% of Total Cost	Grant Awarded £
Stepping Stones (1)	Totnes Food Bank & TQ9 Community Food Club (May 2023-May 2024)	7060	13000	54.3	3530
St John's Church	Bubbles, Birds & Sewing Bees (Jul 2023 - Mar 2024)	2888	5300	54.5	722
Totnes Library	Kitchen & Refreshments Offer (Jul - Dec 2023)	1613.41	1613.41	100	1210.05
Totnes Rural Area Youth Engagement (TRAYE)	Bridgetown Youth Club	5000	5980	83.6	3750
DYS Space	Subsidising trips for young people over the summer (26 Jul - 31 Aug 2023)	500	700	71.4	500
Citizens Advice South Hams	Totnes Community Outreach Programme (Jul 2023 - Jun 2024)	11938	19476	61.3	5969
Totnes Caring	Lunch Club (Jul 2023 - Jul 2024)	13252	20339	65.2	6626
Transition Town Totnes (TTT)	The Energy Wise Show (Jul - Oct 2023)	2456	3964	62	0
Earthjump CIC	Play on a Shoestring (Jun - Sep 2023)	1070	1070	100	0
Stepping Stones (2)	Staff Funding for Food Bank and TQ9 Food Club (Oct 2023 - Jun 2024)	14529	20250	71.7	0
Chamber of Commerce	Christmas Lights 2023 (Nov - Dec 2023)	2000	2000	100	0
Food In Community	Cost of living support for struggling households	3527.87	5427.50	65	2645.90
Total		65,834.28	99,119.91	66.4	24952.95

c. Planning Committee 19th June 2023.

Item 5 – Road Investment Strategy. It was **RESOLVED** unanimously that the Council responds to the consultation as drafted and circulated subject to the additional comments made at the meeting (air quality funding, 20s plenty, phasing of traffic lights through the town). Cllr Bennett will make the amendments, circulate to Councillors and forward the response to officers for submission.

Item 11 – August Meeting. It was **RESOLVED** unanimously 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.

d. Town Matters Committee 26th June 2023.

Item 4 – Community Conversation. It was **RESOLVED** by majority that:

- The timeline, branding and planned communications are accepted.
- The table in the survey for print purposes will display the monthly precept figures, with the table showing monthly and annual figures to be placed on the website.
- The wording of the survey was accepted subject to a minor amendment.

Item 5 – Motor Home Facilities at Longmarsh. It was **RESOLVED** unanimously that the Council writes to District Councillors, and South Hams District Council's Environmental Health and Localities teams to register the town's concerns. Cllr Piper will draft a letter for the Clerk to send.

Item 6 – Neighbourhood Watch Community Safety Charter. It was **RESOLVED** by majority that the Council signs up to the Community Safety Charter.

The Council voted to extend the meeting by 15 minutes.

6. RECESS COMMITTEE

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

It was **RESOLVED** unanimously to appoint a recess committee of the Mayor, Deputy Mayor and chairs of committees who will have delegated powers and a meeting will be called if there is an emergency.

Cllr Presswell left the meeting at 8.55pm.

7. COMMUNITY OUTREACH BUDGET

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

a. Extra £1.4K on Christmas window display competition; and

It was **RESOLVED** by majority to allocated £675 to the Christmas window display competition for three categories (above Eastgate, below Eastgate, overall window/frontage winner) with awards of £100, £75 and £50.

b. Implications of the Community Conversation.

It was **RESOLVED** unanimously to an overspend of up to £3630 (previously £1000) on the Community Conversation.

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	Agreed by Full Council under item 7a
Totnes Directory Updates	-2000	-2000	
Defibrillator Pads/Servicing	-500	-500	
Facebook/Comms	-500	-500	
Community Consultation	-1000	-4630	Agreed by Full Council under item 7b
TOTAL	-17000	-22089	Council agreed an overspend of £17,000 for Christmas previously. This would be an additional £5089

8. LIST OF MEETING DATES

To note a list of upcoming meeting dates.

Noted.

9. NEXT MEETING

To note the next meeting date of Monday 4th September 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.

10. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

No recommendations.

11. 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 Jacqi Hodgson
Temporary Chair



DRAFT MINUTES FOR THE EXTRAORDINARY MEETING OF TOTNES TOWN COUNCIL **MONDAY 24TH JULY 2023 IN THE GUILDHALL**

Present: Councillors E Price (Chair), G Allen, L Auletta, C Beavis, T Bennett, T Cooper, J Cummings, J Hannam, D Peters, A Presswell and N Roberts.

Apologies: Cllrs Chinnock, Collinson, Hodgson, Piper and Smallridge.

In Attendance: C Marlton (Town Clerk).

1. WELCOME TO ALL ATTENDING AND OBSERVING

2. APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS

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

The apologies were received and agreed unanimously.

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.

3. EASTGATE LEASE

To reconsider the decision taken at Full Council on 3rd March 2023 regarding the lease on Eastgate (commercially sensitive). This is in accordance with Section 11 of Standing Orders and at the request of Cllrs Allen, Auletta, Beavis, Bennett, Hodgson and Price.

It was **RESOLVED** by majority (10 for, 1 against) that the Council enters into a new 5 year lease for the Eastgate clock space from the end of the current lease (end of September 2023) on the following basis:

- a. New 5-year lease on Eastgate at £600 ex VAT per annum, fixed for the term.
- b. The lease permits the continued agreement to sublet to the existing three tenants (or other tenants should they not wish to continue with the new terms) and recharge them to mitigate the cost to the Town Council.
- c. The new lease will indicate that the freeholder will cover the fire alarm and insurance for the building.
- d. The sub tenants must be responsible for their own contents insurance.
- e. The annual erection of the Christmas lights to the frontage of the building is permitted.
- f. The Town Council will continue to maintain the Eastgate Clock and be responsible for the utilities.
- g. As per the previous lease the new lease will outline that the Town Council is not responsible for any exterior maintenance of the building.

Cllr Emily Price
Chair





DRAFT MINUTES FOR THE RECESS COMMITTEE OF TOTNES TOWN COUNCIL
MONDAY 7TH AUGUST 2023 IN THE GUILDHALL

Present: Councillors E Price (Chair), J Cummings and B Piper.

Apologies: Cllrs Bennett and Collinson.

In Attendance: C Marlton (Town Clerk).

1. WELCOME TO ALL ATTENDING AND OBSERVING

2. APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS

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

The apologies were received and agreed unanimously. There were no updates to Councillor's Declaration of Interests.

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.

3. STAFFING APPOINTMENT

To ratify the appointment of the Seasonal Tourist Information Assistant vacancy.

It was **RESOLVED** unanimously to approve the appointment.

Cllr Emily Price
Chair



DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 10TH JULY 2023 AT 6.30PM IN THE GUILDHALL

Present: Councillors B Piper (Chair), C Beavis, T Bennett, J Chinnock (from 1835), J Hodgson (from 1843), D Peters and E Price.

Apologies: Cllr Hannam.

In Attendance: Cllr Cooper, 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 12th June 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**. It was **AGREED** to include an explanation that the 'Total' row is comprised of expenditure over income.

4. MAYOR'S ENGAGEMENTS AND BUDGET

To consider the Mayor's engagements since April 2023 and the current budget.

This was considered and unanimously **AGREED**.

5. STAFF ABSENCE MANAGEMENT POLICY

To review the Staff Absence Management Policy.

This was unanimously **AGREED** subject to the correction of typos, additional explanation and a softening of, and more positive, language.

6. HOME WORKING POLICY

To review the Home Working Policy.

This was unanimously **AGREED** subject to amendment of wording around movement restrictions (rather than specific reference to a pandemic).

7. SAVINGS ACCOUNT BALANCES

To note the savings account balances.

Noted.

8. COUNCIL ASSETS AND PUBLIC REALM WORKING GROUP

To note the minutes of the Council Assets and Public Realm Working Group held on 14th June and to consider the recommendations under items 7 and 12.

The minutes were **AGREED**. Under item 5 Cllr Hodgson updated that Devon Highways have put clearance of the drains on Fore Street on the works schedule. Item 7 – it was unanimously **AGREED** to paint the Civic Hall doors at this time (rather than replace them). Item 12 – it was unanimously **AGREED** to accept the amendments to section 7b as amended.

9. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 11th September 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)*

10. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

These were reviewed and unanimously **AGREED**.

11. STAFF ATTENDANCE

To note sickness and overtime balances (personal details).

Noted.

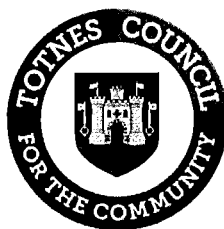
8. STAFFING UPDATE

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

a. To consider proposals regarding the Community Coordinator role.

It was unanimously **AGREED** to reallocate £18912 from the staffing budget to an emergency fund but for urgent (cost of living only) requests that would struggle to be funded elsewhere. It was agreed to keep this under review and schedule for discussion after the Strategic Plan has been set. Any underspend of this money will be redirected into year end reserves and considered through the annual budget setting.

Catherine Marlton
Town Clerk
July 2023



ITEM 4E + 5E

DRAFT MINUTES FOR THE PLANNING COMMITTEE

MONDAY 17TH JULY 2023 IN THE GUILDHALL

Present: Councillors T Bennett (Chair), G Allen (from 1840), L Auletta, S Collinson (from 1835), T Cooper, J Cummings, J Hodgson and L Smallridge (from 1840).

In Attendance: Four members 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.

There were no apologies.

The Committee will adjourn Standing Orders for the following items:

PUBLIC QUESTION TIME

A member of the public asked if the Committee had received a response to the questions it raised during the Carless presentation for application 4021/21/VAR at the May committee meeting.

Councillors confirmed that they have, and it was agreed to email the response to the member of the public as well as posting it on the Town Council website. The member of the public mentioned further concerns about the application and it was suggested that they register their comments via the South Hams District Council planning website.

The Committee reconvened Standing Orders.

2. CONFIRMATION OF MINUTES

To approve the minutes of 19th June 2023 and update on any matters arising.

The minutes were approved as an accurate record of proceedings.

3. 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.

3a. 1811/23/FUL – Replacement of single storey conservatory with traditional building. China Blue Devon Ltd, Station Road, Totnes, TQ9 5JR.

Support. However, the Committee would not wish to see any external lighting without an amended application.

3b. 1670/23/HHO – Householder application for replacement of all existing doors and windows. 7 Grove Mews, Totnes, TQ9 5GT.

Cllr Cummings declared a personal interest.

Object. The Committee would wish to see painted timber as per the existing windows, not the introduction of UPVC windows so close to the conservation area.

3c. 2127/23/LBC – Listed building consent for hidden roof access velux. Flat 5 Pomeroy House, Bridgetown, Totnes, TQ9 5BA.

Support in principle, but the Committee is concerned about the lack of detail about the interior of the roof space and any historic features and would welcome heritage officer comment on any internal impact.

4. GREAT WESTERN RAILWAY TICKET OFFICE CONSULTATION

To consider the Great Western Railway consultation on changes to ticket offices and any response (consultation closes 26th July 2023).

The Committee discussed the impacts of ticket office closure to various user groups, the negative impacts of the office's loss and also the potential positives of more staff presence on the platform. It was **AGREED** that Cllr Bennett would draft up a response to the consultation and circulate to the Committee for comments and agreement outside of the Committee.

5. TRAFFIC AND TRANSPORT FORUM

To consider any recommendations from the Traffic and Transport Forum Steering Group held on 24th May 2023.

The Committee suspended Standing Orders to enable an update and comments with the Chair of the Traffic and Transport Forum.

The Chair of the Traffic and Transport Forum explained how he saw his role with the group and outlined some of the work that is ongoing. Councillors thanked the Chair and the Sustainability Officer for their work, and highlighted the good work done on the hot spots map, the problem with the lack of dropped kerbs in the town for mobility scooter users, and the hope that neighbouring parishes will get more involved with the meetings.

The Committee reconvened Standing Orders.

Noted. There were no recommendations.

6. DATE OF NEXT MEETINGS

To note the date of the next meeting of the Planning Committee – Monday 18th September 2023 at 6.30pm in the Guildhall, with a provisional date of 21st August 2023 (if required).

Noted.

Sara Halliday
Governance and Projects Manager
July 2023

ITEM 5 – CONSIDERATION OF RECOMMENDATIONS

5a. Full Council, 3rd July 2023

No recommendations.

5b. Extraordinary Full Council, 24th July 2023

No recommendations.

5c. Recess Committee, 7th August 2023

No recommendations.

5d. Council Matters Committee, 10th July 2023

No recommendations.

5e. Planning Committee, 17th July 2023

No recommendations.

ITEM 6 – SOUTH HAMS DISTRICT COUNCIL COMMUNITY ECONOMIC PLAN

South Hams District Council (SHDC) are in the final stages of organising the economic strategy project ready for launching this autumn. The project is now called the Community Economic Plan and the marketing will sit under the 'My Place' branding. Each town will have its own set of marketing assets and as soon as comms are ready to draft artwork for Totnes they will be in touch with the Clerk to discuss it. SHDC have drawn up a timeline for the delivery of the project in the five towns and are waiting for it to be approved. SHDC have proposed to start in Ivybridge in September with a launch of the consultation process, and SHDC have started recruiting the steering group and are in discussions with the college about a school's project too. SHDC hope that Totnes will be next, with Phase 1 starting in October and Phase 2, the launch starting in December 2023.

Background information on the project can be found in the attached document 'My Place – My Town: Community Economic Project Plan'.

'My Place - My Town'

Community Economic Plan Project

Introduction

The diverse landscape of the Southwest of England with its historic towns, rolling hills and stunning coastlines is home to the largest distribution of designated heritage sites in England.

The County of Devon, steeped in history with its two coastlines and two National Parks, is one of the main tourist destinations in the country. Tourism and Heritage alone add huge value to the local economy.

The Towns in the South Hams are good examples of vibrant communities that embrace these enterprising opportunities whenever they can. The rural Market and Coastal towns are mainly tourist destinations, with a unique set of independent shops, historic buildings, and markets. They offer a variety of different activities from trekking across the moors to marine based activities, with most set-in areas of ONB. Neighbourhood Plans have enabled these communities to set out a clear vision for their town's future. The Neighbourhood Plans illustrate how communities can work together to set aspirations that reflect what residents and businesses want and utilise the local environment to enable their towns to grow.

Over the past 20 years, house prices have risen at a much faster rate than wages, making it harder for local people to buy properties within their communities. Local industries are vulnerable to new planning rules, and issues faced in recruiting employees is exacerbated by limited public transport.

SHDC want to help ensure these towns develop in a way that supports their unique character. The CEP will build on the work done in their Neighbourhood Plans and attract people to live and work in their community, as well as encourage businesses who need a skilled local work force and who are able to pay higher wages. Enhancing the rural economy to be reflective of the world we live in today but that meets the need of the community is integral to this project.

The Community Economic Plan will create a strategy that is unique to each of these towns, working with local businesses and strategic partners to support business growth and sustainable development. SHDC is offering this opportunity to the following five towns: Ivybridge, Totnes, Dartmouth, Kingsbridge and Salcombe.

Aim

SHDC's aim is to support each town's aspiration for its local economy and help it move towards creating higher waged and higher skilled jobs that reflect the need of all ages of the local growing population.

The Community Economic Plan will help all towns from across the South Hams to grow their understanding of their local economies, identify the wider aspirations of their residents and

Economy and Place Team Laura.Eames@swdevon.gov.uk



businesses, and develop a series of actions that can be delivered by stakeholders and businesses to help realise these aspirations.

SHDC will guide each town through a phased approach to developing their Community Economic Plan:

Phase 1

The Plan will begin with a review of the statistical evidence that underpins the local economy along with the collection of place-based statistics and an audit of the commercial premises in the town. This data will help create each towns' economic profile. This economic profile along with the results from each Neighbourhood Plan and the Joint Local Plan will provide the narrative about the current economic position, and a baseline from which the impact of any interventions can be measured. During phase 1, the stakeholders of each town will be engaged, and a steering group recruited to support the project.

Phase 2

The baseline economic profile will be shared with the community and then followed up with the Community Engagement Programme to identify a set of ambitions and aspirations for the town's economy. These aspirations should be reflective of the wider opinions of the community and not just a small handful of views from a small cohort. It is crucial that a range of engagement methods are deployed so that those who do not usually participate in consultation activities have their voices heard.

Phase 3

The third stage will be a review of the community engagement consultations and the development of a series of short-, medium- and long-term actions, plus the creation of a vision statement for the town to move forward with. Key delivery partners will be identified, to move the town from its baseline position, towards meeting its aspirations. The majority of short- and medium-term actions should be deliverable and measurable, while the longer-term actions may feature activities which are more aspirational and dependent on funding opportunities. The Community Economic Plan will simplify the development of future funding bids across the district, by identifying these aspirational opportunities, commonality across our towns, and enabling a more collaborative approach to be taken when applying for funding.

Phase 4

The Community Economic Plan will be drafted and reviewed by the steering group and then shared in the public domain.

Developing the right conditions for sustainable and clean growth is the key to these Plans. SHDC staff will endeavour to support a strong and ambitious steering group to drive the Plan forward to fruition. SHDC will ensure residents and businesses are well informed and equipped with knowledge and information on the place where they live and/or work. Armed with a clear perspective of their town's economy it will help the community to make decisions for the future.



Scope

The wider outcome for this project is for all South Hams towns to have thriving local economies which are resilient and adaptable, so that they can meet the existing and future needs of the communities they serve. It is therefore important that each towns' Community Economic Plan, focus on factors directly affecting the local economy, and activities which will enhance the resilience of existing businesses, while creating an environment which encourages and fosters entrepreneurialism and inward investment.

Typical economic objectives include

- Increasing opportunities for inward investment
- Influencing strategic planning to ensure that there is adequate opportunity for the economy to grow
- Supporting employment and skills activities to improve the quality of new jobs and the safeguarding of existing jobs
- Enabling business transformation, so that our businesses can adapt to meet changing demands, and better meet their climate change mitigation obligations

SHDC Role

SHDC will take a facilitative role in the development of each Plan. The Community Economic Plan should be owned by their respective towns, and the responsibility for delivering the actions emerging through the development of the Plan should be shared between a range of stakeholders within each town.

SHDC will support each town through the gathering of data, administering consultations, helping to identify projects, benchmarking to measure progress and drafting the final Community Economic Plan document. Each towns' vulnerability to future decline will be considered in terms of short-term vulnerability to longer-term structural vulnerability, and an aggregate measure of both.

Environmentally Sustainable Development

Growth will contribute to environmental and sustainability goals, identified in the SHDC Climate and Biodiversity Strategy. Improving opportunities for active travel, alongside the infrastructure for electric vehicle charging points will help to improve the environmental quality of towns.

Summary

The Community Economic Plan will generate a clear vision for each town and a set of actions and a series of deliverable projects which are small scale to help test the concept and help build momentum to quickly improve the town and larger scale projects, ready to go when funding is available.

Projects will focus on the building and maintaining the overall health of the town, business growth, business support, training, apprenticeships, employment land availability, to support economic growth and to keep pace with local housing development, marketing, local students' careers support programmes, funding resources, low carbon business initiatives etc.



ITEM 7 – CASTLE MEADOW ANTI-SOCIAL BEHAVIOUR

Throughout the summer there have been anti-social behaviour issues in Castle Meadow. Two of the three benches have been removed and the level of disturbance to residents seems to have reduced. However, the Police have sent the email below requesting the removal of the remaining bench:

“Please can the remaining bench be removed for the next couple of weeks. It is clearly being used as gathering point. Its removal in the short term would make the area less attractive place for young persons to gather. We as Police will continue to patrol when we have capacity.”



ITEM 9 – PLANNING DECISION APPEAL

Totnes Town Council has received two emails from South Hams District Council notifying of two planning appeals lodged in relation to the Former Dairy Crest site which will go to inquiry (see text below).

The Planning Committee has commented on both of these outline planning applications and should Council considering applying for Rule 6 status any Council participation in the inquiry would need to follow the agreed Council comments which have been formally registered as part of the planning process. In the information below it states that 'Rule 6 status means that you would be able to present your evidence on a formal basis and cross examine the evidence of others' which would also mean that any Council representative would also need to be confident in also being cross-examined on the Council's comments and position.

Email from SHDC dated 22nd August 2023:

TOWN AND COUNTRY PLANNING ACT 1990

APPEAL UNDER SECTION 78

Site Address: Former Dairy Crest Site, Totnes, TQ9 5JR
Description of development: Hybrid planning application for mixed use development comprising: Outline Permission comprising circa 25 Residential Units, circa 20 Holiday Lodges, a Spa/Concierge building (circa 500sqm), circa 1100sqm Commercial space, demolition of existing structures (apart from Brunel building & chimney) provision of open space & surface water attenuation, parking & associated infrastructure. Full Permission for Change of Use of Brunel building
Application reference: 3136/22/OPA
Appellant name: FASTGLOBE (MASTICS) LTD, Fastglobe (Mastics) Ltd
Appeal reference: APP/K1128/W/23/3326134
Appeal start date: 16 th August 2023

Site Address: Former Dairy Crest Site, Totnes, TQ9 5JR
Description of development: 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)
Application reference: 1271/23/OPA
Appellant name: Fastglobe (Mastics) Ltd
Appeal reference: APP/K1128/W/23/33256235
Appeal start date: 16 th August 2023

I refer to the above details. An appeal has been made to the Secretary of State against the decision of **South Hams District Council** to **refuse** planning permission

The appeal will be determined on the based on an **Inquiry**. The procedure to be followed is set out in the Town and Country Planning Appeals (Determination by Inspectors) (Inquiry Procedure) (England) Rules 2000, as amended.

For any group or organisation who wish to take an active part in the Inquiry, the opportunity is available to apply for what is known as Rule 6 status. Although unusual, there is also scope for interested individuals to

take part on the same basis. Rule 6 status means that you would be able to present your evidence on a formal basis and cross examine the evidence of others. You can find guidance at the following link:

<https://www.gov.uk/government/publications/apply-for-rule-6-status-on-a-planning-appeal-or-called-in-application>

Arrangements for the Inquiry are currently being finalised by the Planning Inspectorate. These will include a pre-Inquiry conference call with the lead parties to deal with procedural and administrative matters, including how the evidence will be heard. As a Rule 6 party, it is anticipated that you would also be a part of that process. If, having read the above guidance, you wish to apply for Rule 6 status and/or have any related questions, you should contact the Planning Inspectorate immediately. If you are interested but are unable to access the guidance electronically, again, you should contact the Planning Inspectorate who will try and assist.

If, having read the above guidance, you wish to apply for Rule 6 status it is essential that you contact the Planning Inspectorate immediately.

We have forwarded all the representations made to us on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal.

If you wish to make comments, or modify/withdraw your previous representation, you can do so online at <https://acp.planninginspectorate.gov.uk>. If you do not have access to the internet, you can send your comments to:

All representations must be received by 21st September 2023

Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations.

All representations must quote the appeal reference.

Please note that any representations you submit to the Planning Inspectorate will be copied to the appellant and this local planning authority and will be considered by the Inspector when determining the appeal.

The appeal documents are available for inspection on the council's website.

You can get a copy of one of the Planning Inspectorate's "Guide to taking part in planning appeals" booklets free of charge from GOV.UK at <https://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal>.

When made, the decision will be published online at <https://acp.planninginspectorate.gov.uk>

ITEM 10 – LICENSING APPLICATION

The Council has been invited to comment on an application for a new premises licence from BRM Developments (Torbay) Limited, for a new premises licence at Riverside Café, Steamer Quay Road, Totnes, TQ9 5AL.

The application is for:

- Late Night Refreshment Monday to Sunday from 23:00 to 00:00.
- Supply of alcohol for consumption on and off the premises: Monday to Sunday from 10:00 to 00:00.
- Opening Hours Monday to Sunday 08:00 to 00:00.
- Non standard timings for late night refreshment and supply of alcohol - New Years Eve from the end of permitted hours on New Years Eve to the start of permitted hours on the following day.

Note: Cllrs may wish to consider toilet facilities in the area (currently provided by the SHDC public toilets in the Steamer Quay car park which are not 24 hour) and access to the river (there is a low wall and railings but these do not stretch all the way along the area between the café and the toilets).

ITEM 12 – LIST OF MEETING DATES

Month	Full Council, 7pm	Council Matters Committee, 6.30pm	Planning Committee, 6.30pm	Town Matters Committee, 6.30pm
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) - 18th October 2023

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

Climate Emergency Forum (6pm third Tuesday of each month in person and/or via Zoom) - 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) - 25th October 2023

September

Full Council – 4th September at 6.30pm

Council Matters Committee – 11th September at 6.30pm

Planning Committee – 18th September at 6.30pm

Council Assets and Public Realm Working Group – 19th September at 12.00pm

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*

October

Full Council – 2nd October at 6.30pm

Council Matters Committee – 9th October at 6.30pm

Planning Committee – 16th October at 6.30pm

Climate Emergency Forum – 17th October at 6pm

Arts and Events Working Group - 18th October at 12.00pm

Traffic and Transport Forum – 25th October at 6.30pm

November

Full Council – 6th November at 6.30pm

Council Matters Committee – 13th November at 6.30pm

Planning Committee – 20th November at 6.30pm

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

Climate Emergency Forum – 21st November at 6pm

Town Matters Committee - 27th November at 6.30pm

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