



AGENDA FOR THE PLANNING COMMITTEE

MONDAY 16TH OCTOBER 2023 IN THE GUILDHALL

There are stairs to the Council Chamber but if any member of the public has mobility issues the Council can relocate to the lower Guildhall.

You are hereby **SUMMONED** to attend the **Planning Committee** on **Monday 16th October 2023** at **6.30pm** for a maximum of 90 minutes in the Guildhall for the purpose of transacting the following business:

Committee Members: Councillors T Bennett (Chair), G Allen, L Auletta, S Collinson, T Cooper, J Cummings, J Hodgson and L Smallridge.

1. WELCOME AND APOLOGIES FOR ABSENCE

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 90 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.

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

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.

The Committee will convene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 19th September 2023 and update on any matters arising.
Document attached.

3. TREE WORKS APPLICATIONS

To make recommendations on the following tree works applications:

3a. 3244/23/TCA - T1: Indian Silk - reduced to standing pollard of 3m from ground level to maintain a smaller canopy. Lavendel, Gills Nursery, Totnes, TQ9 5DG. See <https://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/233244>

3b. 3245/23/TCA - T1: Holly - to be felled, tree in decline on one side due to being in close proximity to neighbouring hedge. Jacada, South Street, Totnes, TQ9 5DZ. See <https://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/233245>

4. PLANNING APPLICATIONS

To make recommendations on the following planning applications:

4a. 1522/22/FUL - READVERTISEMENT (revised plans & documents) Construction of 6No. two-storey residential dwellings with associated landscaping. Proposed Developments Site East, Dartington Lane, Dartington, TQ9 5LB. See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/221522>

4b. 1523/22/FUL - READVERTISEMENT (revised plans & documents) Construction of 39No. two-storey dwellings with associated landscaping. Proposed Developments Site West, Dartington Lane, Dartington, TQ9 5LB. See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/221523>

4c. 2687/23/HHO – Householder application for demolition of existing single-storey rear outrigger, side infill extension, construction of single-storey rear extension & associated internal refurbishment. 5 Priory Terrace, Totnes, TQ9 5QE. See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/232687>

4d. 2824/23/HHO - Householder application for proposed alterations to roof, single extension, 1 no Balcony (resubmission of 1685/22/HHO). Monksway, Ramparts, Totnes, TQ9 5QH. See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/232824>

4e. 2150/23/FUL - Kitchen/sun lounge extension. Flat 1, Moat Hill House, Moat Hill, Totnes, TQ9 5ER. See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/232150>

4f. 3118/23/COM - Notice of intention to install a medium wooden pole at 10m high for the purpose of building an electronic communications network. 75a Mesa House, Higher Westonfields, Totnes, TQ9 5QZ. See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/233118>

4g. 3140/23/COM - Notice of intention to install electronic communication apparatus comprising of one 10m medium wooden pole. 29 Higher Westonfields, Totnes, TQ9 5RA. See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/233140>

4h. 3156/23/VAR - Application for variation of conditions 2 (approved plans) of planning consent 0351/23/HHO. 5 Westonfields, Totnes, TQ9 5QU. See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/233156>

4i. 2558/23/FUL – Change of use to Class E. Unit M, Scope Complex, Wills Road, Totnes, TQ9 5XN. See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/232558>

4j. 3111/23/LBC - Listed building consent to alter chimney pot and add chimney fan. Castle House, Plymouth Road, Totnes, TQ9 5PQ. See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/233111>

4k. 2333/23/LBC - Listed building consent to repair & rebuild front section of stone cottage. 5 Coldharbour, Bridgetown, Totnes, TQ9 5BJ. See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/232333>

4l. 3232/23/LBC - Listed building consent to install a quilt on the back of the softwood truss supporting No 47 roof. Remove temporary prop and install new Oak purlin. Repairs to East

and West chimneys. 43 High Street, Totnes, TQ9 5NP. See <http://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/233232>
4m. 2762/23/FUL - Proposed development of gate and steps from road and bridge over Gatcombe Brook. Land At Sx 816 627 Littlehempston Cross To Littlehempston Littlehempston. See <https://apps.southhams.gov.uk/PlanningSearchMVC/Home/Details/232762>

5. RESIDENTS PARKING AMENDMENT ORDER

To consider A Devon County Council proposal to introduce residents parking (Zonal) Mon-Sat 9am-6pm Zone E (Totnes) on specified lengths of Swallowfields, Dartside and Riverside; Disabled Badge Holders Only At Any Time on specified lengths of Swallowfields. Documents attached.

6. CONSERVATION AREAS REVIEW

To consider any outline comments to South Hams District Council prior to the formal public consultation on the Conservation Area review. Document attached.

7. TRAFFIC AND TRANSPORT FORUM

To consider any recommendations from the Traffic and Transport Steering Group held on 5th October 2023. Document attached.

8. DATE OF NEXT MEETING

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

S Halliday
Governance and Project Manager
11th October 2023

USE OF SOUND RECORDINGS AT COUNCIL & COMMITTEE MEETINGS

The open proceedings of this Meeting will be video recorded. If members of the public make a presentation, 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 Councillor Committee debates are permitted and anyone wishing to do so is asked to inform the Chair of the respective Committee of their intention to record proceedings.



Item 2

DRAFT MINUTES FOR THE PLANNING COMMITTEE

MONDAY 18TH SEPTEMBER 2023 IN THE GUILDHALL

Present: Councillors T Bennett (Chair), L Auletta, S Collinson, T Cooper, J Cummings and L Smallridge.

Apologies: Cllrs Allen and Hodgson.

In Attendance: 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

Cllr Beavis asked about item 11 (which would be discussed in Part 2) and the Traffic, Transport and Pedestrian Policy executive summary.

The Committee reconvened Standing Orders.

2. CONFIRMATION OF MINUTES

To approve the minutes of 17th July 2023 and update on any matters arising.

The minutes were approved as an accurate record of proceedings.

3. TREE WORKS APPLICATIONS

To make recommendations on the following tree works applications:

3a. 2742/23/TCA - T1: Pittosporum Tenuifolium - Fell tree due to being unmanageable and potential to cause damage by the aggressive root system. 7 Plymouth Road, Totnes, TQ9 5PH. Support.

4. PLANNING APPLICATIONS

To make recommendations on the following planning applications:

4a. 2169/23/FUL – Demolition of existing foundry buildings & construction of new two storey foundry building & welfare facilities. Foundry and Fabrication Totnes Ltd, Babbage Road, Totnes, TQ9 5JD.

Support, but the Committee has the following comments:

- Waste Audit – no details provided.

- Lighting on the rear of the building next to the leat should be sensitive so that there is no detrimental affects on wildlife.
- Fumes – the Committee seeks reassurance that emissions that could be detrimental to air quality is being addressed in the new building.

4b. 2790/22/FUL - READVERTISEMENT (revised application form) Re-development works include internal refurbishment of site facilities block and installation of solar panels, replacement service points, installation of new barrier system, conversion of existing grass pitches into 47no.all-weather serviced pitches, a new tractor store & prefabricated reception building. Quay Caravan Club Site, Steamer Quay Road, Totnes, TQ9 5AL.
Support.

4c. 2800/23/HHO - Householder application for side extension adjoining west elevation of existing house & extension to west side of existing raised deck. 29 Pathfields, Totnes, TQ9 5TZ.
Support.

4d. 2289/23/HHO - Householder application for construction of single storey side extension to existing dwelling. 20 Denys Road, Totnes, TQ9 5TJ.
Support.

4e. 2838/23/HHO - Householder application for construction of single storey extension, demolition of existing outbuilding & structures, replacement with new flat roof & proposed porch (part-retrospective). 41 Higher Westonfields, Totnes, TQ9 5QY.
The Committee has chosen not to make a comment on this application.

4f. 2724/23/LBC - Listed Building Consent for removal of a small area of render on external wall, repoint with lime mortar, replace an oak lintel in the garden wall & repoint as necessary, fit a lead flashing to head of garden wall below the tie-bar & a lead cap to the top of the garden wall, cut back render on south facing wall to 100mm minimum above the paving level as an evaporation band, repair window, remove internal damaged plaster & re-plaster with lime mortar. 4 Gothic House, Bank Lane, Totnes, TQ9 5EH.
Support. The Committee welcomes the sensitive proposals for repair.

4g. 1962/23/HHO - Householder application for proposed conservatory. 45 Smithfields, Totnes, TQ9 5LR.
Support.

4h. 2634/23/VAR - Application for variation of conditions 2 (approved plans) 13 (use of proposed space) of planning consent 56/1714/98/F. The Forge, Collins Road, Totnes, TQ9 5PJ.
Support. The Committee welcomes the continued business use of this building.

5. TELECOMMUNICATIONS SITE

To consider the application for proposed development of a telecommunications site on Babbage Road (reference 2603/23/PAT).

The Committee makes the following comments on this application:

- We recognise the importance of efficient planning policy facilitating the telecoms infrastructure of the future and the value that brings across a broad range of applications, especially much needed economic development in the South West.

- We object to permitted development being allowed for speculative commercial operations. There is no promise that any mobile operator will place their transmitters on this mast.
- The height of the tower would create a negative impact on the visual identity of the historic centre of Totnes. It would be visible in a number of views, including non-industrial recreational spaces such as Borough Park and The Riverside Walk where it will be seen in front of St. Mary's Tower and the Castle on the hill disrupting the silhouette which forms an important characteristic view of the medieval burgh from the flood plain.
- The imposition on the community of any development without full planning applications is an egregious use of government policy. It undermines local authorities in their ability to determine appropriate development for their communities that are of good quality construction, sensitive to their surroundings, and environmentally considerate.

6. TRAFFIC, TRANSPORT AND PEDESTRIAN POLICY

To consider the updated Traffic, Transport and Pedestrian Policy and make a recommendation to Full Council.

To **RECOMMEND** to Full Council that the Traffic, Transport and Pedestrian Policy is adopted as written.

7. NALC RESPONSE TO LOCAL PLANS CONSULTATION

To consider any Council response to the National Association of Local Councils' response to the Department for Levelling Up, Housing and Communities (DLUHC) consultation on Local Plans, and make any recommendation to Full Council. [Note DLUHC consultation closes on 18 October 2023].

To **RECOMMEND** to Full Council that it responds to the consultation using the NALC wording, therefore reinforcing the NALC position which the Committee supports.

8. TRAFFIC AND TRANSPORT FORUM

To consider any recommendations from the Traffic and Transport Forum Steering Group held on 19th July 2023 and Forum held on 26th July 2023.

Noted.

9. DEPUTY CHAIR

To consider the position of Deputy Chair to the Planning Committee.

Cllr Smallridge resigned from the Deputy Chair role. Cllr Auletta was unanimously elected Deputy Chair.

10. DATE OF NEXT MEETINGS

To note the date of the next meeting of the Planning Committee – Monday 16th October 2023 at 6.30pm in the Guildhall.

Noted.

*The Committee were 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)*

11. PLANNING APPEAL REPRESENTATION

To nominate an individual to be the Council's representative under Rule 6 status for Council participation in two planning appeal cases linked to the Former Dairy Crest Site (legal).

Contrary to Section 11 of Standing Orders, and based on new information that has been received since the decision taken at Full Council on Monday 4th September 2023, to **RECOMMEND** to Full Council that it withdraws its application for Rule 6 status.

Sara Halliday
Governance and Projects Manager
September 2023

**Devon County Council (Swallowfields Area, Totnes) (Residents Parking Zone E)
Amendment Order**

Devon County Council make the following order under sections 32, 35, 45, 46, 49, 53, part IV of schedule 9 of the Road Traffic Regulation Act 1984 and of all other enabling powers

1. This order comes into force _____ and may be cited as "Devon County Council (Swallowfields Area, Totnes) (Residents Parking Zone E) Amendment Order _____"
2. The schedules below are added to Devon County Council (Traffic Regulation & On-Street Parking Places) Consolidation Order 2020 as amended
3. The following zone is added to appendix A of Devon County Council (Traffic Regulation & On-Street Parking Places) Consolidation Order 2020 as amended

location	zone	eligible properties <i>(Eligible properties (all properties in road eligible unless specified in brackets))</i>	permit types** available for eligible vehicles at qualifying addresses <i>(see article 59)</i>	additional permit types** which may be used in connection with works or services
Column 1	Column 2	Column 3	Column 4	Column 5
Totnes	E	Swallowfields Dartside Riverside	R, Vb, B, E, H	AT, ST, DT, WT, CW

SCHEDULES

Schedule 6.101 Residents Parking (Zonal) Mon-Sat 9am-6pm Zone E (Totnes)

Dartside, Totnes

both sides for its entire length

Riverside, Totnes

both sides for its entire length

Swallowfields, Totnes

both sides from a point 16 metres east of its junction with Ashburton Road for its entire length

Swallowfields 40-55, Totnes

both sides from its junction with Dartington Lane for its entire length

**Devon County Council (Swallowfields Area, Totnes) (Residents Parking Zone E)
Amendment Order**

Devon County Council propose to make this under the Road Traffic Regulation Act 1984 to introduce in Totnes

Residents Parking (Zonal) Mon-Sat 9am-6pm Zone E (Totnes) on specified lengths of Swallowfields, Dartside and Riverside; **Disabled Badge Holders Only At Any Time** on specified lengths of Swallowfields; Where appropriate there will be the usual exemptions including those in relation to picking up/setting down passengers, loading/unloading goods and disabled persons vehicles.

Residents, charity business occupier, supported living, school business, motorcycle, scooter and other vehicles band A permits (up to 100g/km) £35 annually, other vehicles bands B-K (101-225g/km) 1st permit £35, 2nd permit £55, 3rd permit £65; bands L-M (over 225g/km) 1st permit £35, 2nd permit £65, extra permits £65; virtual visitor permits £30 per issue (200 hours for schemes not operating at all times/350 hours for schemes operating at all times - allocated in 1 hour sessions), physical 24 hour visitor permits £30 per issue of 30 permits, business permits annual cost: 1st permit £35, 2nd permit £75, 3rd permit £150; annual trade permit £45, short stay trade permits £60 per book of 20, daily trade permit £5, weekly trade permit £25; guest house/hotel visitors permit £30 per batch of 20 permits; essential visitor permits £10 annually, care worker permits are free.

Draft order, order being amended, plan and statement of reasons may be seen at <https://devon.cc/tro> from 28th September. Free bookable computer use is available during the opening hours of Devon Libraries. Documents are also available to view during normal office hours at the address below.

Objections and other comments specifying the proposal and the grounds on which they are made must be in writing to the address below or via <https://devon.cc/tro> to arrive by **19th October 2023**. Receipt of submissions may not be acknowledged but those received will be considered. If you make a submission, please be aware that your comments will be anonymised prior to being sent to Highways & Traffic Orders Committee (HATOC) members for consideration or being published on the Council's website. Your data may be shared within the Council and with our partner agencies. Your personal details will be kept confidential in line with the Privacy Notice at <https://devon.cc/troprivacy> and will only be shared in accordance with the terms of this Privacy Notice or to comply with the Council's legal obligations

28th September 2023

reference imr/DEV001/501-| website reference 6093

Director of Legal & Democratic Services, County Hall, Topsham Road, Exeter EX2 4QD

Statement of Reasons

The proposal aims to introduce residents parking scheme that has been agreed for advertising to improve access and to improve parking options for local residents.

Specifically, the restrictions are proposed to avoid danger to persons or other traffic using the road or any other road or for preventing the likelihood of any such danger arising, will facilitate the passage on the road of any class of traffic (including pedestrians) and will preserve or improve the amenities of the area which the road runs through.

DO NOT SCALE

NOTE:

1. THIS DRAWING IS BASED ON AN ORDINANCE SURVEY PLAN, THEREFORE THERE MAY BE INACCURACIES WITH THE LAYOUT.

KEY:

- PROPOSED RESIDENTS PARKING (ZONAL) MON-SAT 9AM-6PM ZONE E
- PROPOSED ELIGIBLE PROPERTIES
- PROPOSED RESIDENTS PARKING ZONAL GATEWAYS
- PRIVATE HIGHWAY
- NA1 - NO WAITING AT ANY TIME (EXISTING)
- DB0 - DISABLED BAYS (EXISTING) TO BE UPGRADED
- DB1 - MANDATORY DISABLED BAY (PROPOSED)

PK	PK	PK	PK	PK	PK
P02	21/09/2023	JM	THIRD ISSUE		
P02	11/07/2023	JM	SECOND ISSUE		
P01	12/04/2023	AP	FIRST ISSUE	AC	SP
REV	DATE	BY	DESCRIPTION	CHK	APP

DRAWING STATUS:

S2 - FOR INFORMATION



Dale House, Mount View, Standard Way Business Park, Northolleron, DL6 2YD, UK
wsp.com

CLIENT:



PROJECT:

SWALLOWFIELDS, TOTNES

TITLE:

PROPOSED RESIDENTS PARKING - CONSULTATION PLAN

SCALE @ A4:

NTS

CHECKED: AC

APPROVED: SP

PROJECT NO:

70101432

DESIGNED: SR

DATE: 21/09/2023

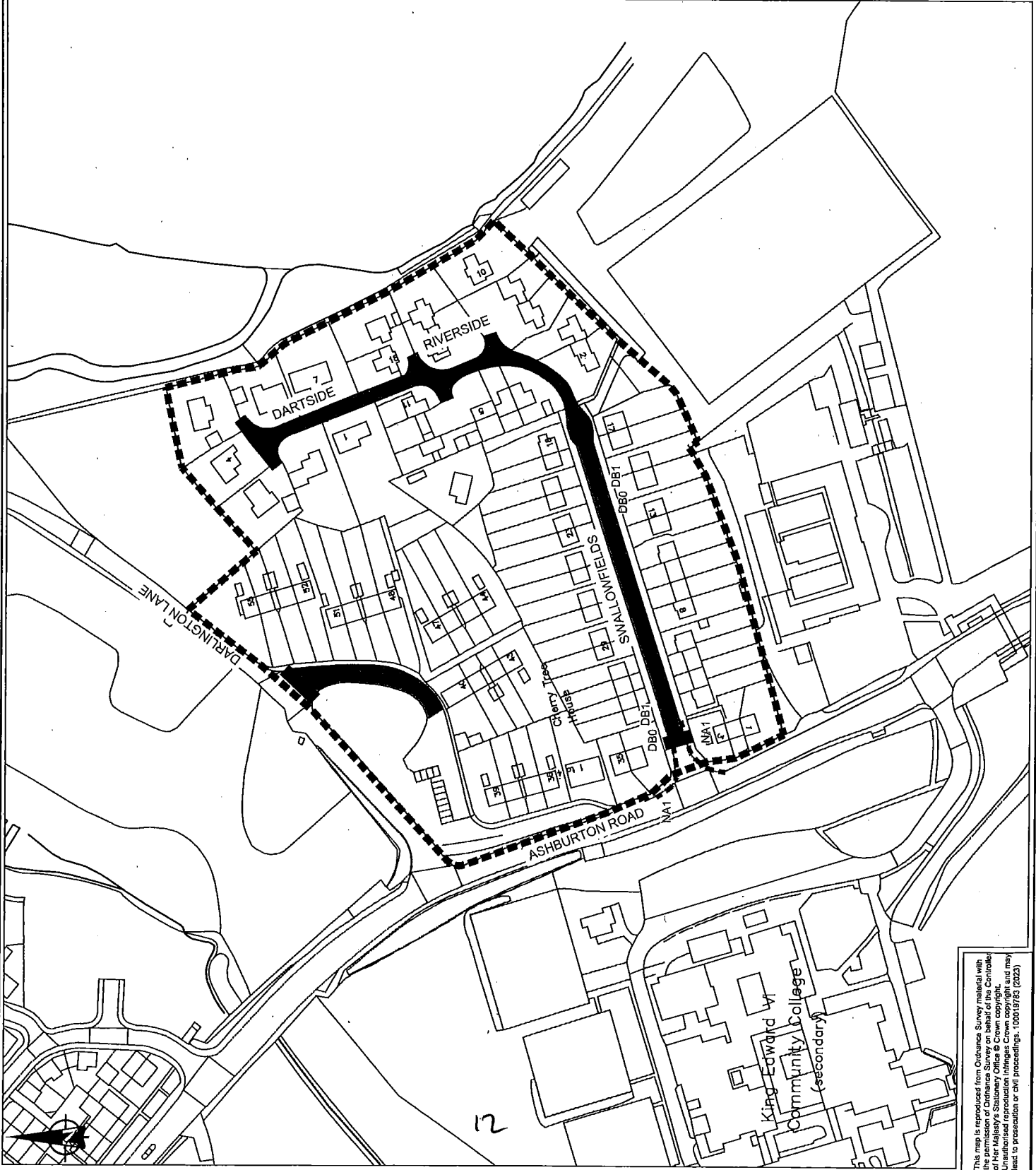
DRAWING NO:

70101432/WSP/DCC/SF-001

REV:

P01

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ITEM 6 – CONSERVATION AREAS REVIEW

Extract from South Hams District Council email:

Prior to the formal public consultation of the emerging Conservation Area Appraisal and its Management Plan (which is starting to take some shape), we [SHDC] are also opening up a short period of time to provide an opportunity of early engagement about the existing Conservation Area. This is mainly for any local interest groups, who are welcomed to provide their initial thoughts on this important designated heritage asset.

Details to consider at this stage, could be;

Q: Any suggested boundary changes and why?

Q: Are there any additional buildings or features that you consider make a positive contribution to the Conservation Area?

Q: Are there any additional buildings or features that you consider make a negative contribution to the Conservation Area?

Q: Any suggested character areas?

- Deadline for informal comments; Friday 27th October 2023.

Traffic & Transport Steering Group

05 October 2023, 6.30-8pm

Guildhall, Totnes

Present

	GB	Totnes Ramblers (Chair)
Cllr L Auletta	LA	Totnes Town Council (Deputy Chair)
Maiken Hutchings	MH	TTC Sustainability Officer (Notes)
Cllr J Cummings	JC	Totnes Town Council
Cllr A Presswell	AP	South Hams District Council
	SC	Inclusive Totnes
	RM	Bridgetown Alive and Totnes Trust
	SG	Bob the Bus
	GE	Plymouth Road residents
	VC	Kingsbridge Hill Area Residents Association

Apologies:

Actions carried across

- 1) AM (MP) to draft a letter to the DfT and circulate with the SG before Parliament returns in September.
- 2) MH for SG to get in touch with Teignbridge to discuss transport and Levelling Up funding
- 3) MH for SG to liaise with AM on a collective meeting between the SG and bus and rail companies.

Actions

- 1) MH to amend notes from 08 August meeting to accurately reflect finish time of 8pm, not 7.30pm
- 2) MH to inform AM that the Traffic Policy has now been adopted
- 3) MH/GB/LA to add to matrix – a watching brief over status of s106 money that has been committed in town to ensure it is spent
- 4) MH to contact Cllr Hodgson for clarification on what happened at the DCC Council meeting on 7th September 2023 in relation to the 20's Plenty motion
- 5) Once clarification gained from Cllr Hodgson, MH to investigate with her whether the SG can support getting the decision/process disputed.
- 6) MH to find the minutes from the DCC meeting and share with SG with notes
- 7) MH to share RH 20's mph article with SG with notes
- 8) MH to speak to A at 20's Plenty HQ re next steps and a strategic campaign
- 9) MH to clarify with AM on what specifically he would like the SG to present as the presentation given at the 8 August meeting covered more than just public transport.
- 10) MH to ask for further information from AM regarding the bus roundtable and also ask/suggest whether other community bus services have been invited.
- 11) MH to get clarification on whether actions taken by SG/sub-groups need to be signed off by TTC or not.

12) MH to send the Green Travel Guide along with the notes.

13) AP and RM to look into the Morrisons parking issue

1. Introductions

GB welcomed everyone to the meeting and outlined its purpose – primarily discussing how to progress action given the number of different projects we have discussed recently. We don't want the group just to talk about issues but rather effectively take action.

Notes from last meeting – all agreed the notes from the previous meeting on 08 August 2023, barring needing to amend the finish time to 8pm.

ACTION 1 – MH to amend notes from 08 August meeting to accurately reflect finish time of 8pm, not 7.30pm

2. Update on Traffic Policy

LA explained that the Traffic, Transport & Pedestrian Policy had been presented to TTC Full Council at the October meeting where it was supported unanimously. It was suggested that since we shared the draft policy with Anthony Mangnall, we should perhaps let him know that it has now been adopted.

ACTION 2: MH to inform AM that the Traffic Policy has now been adopted.

It was noted that a next step is to identify projects from the policy for future s106 funding.

ACTION 3: MH/GB/LA to add to matrix – a watching brief over status of s106 money that has been committed in town to ensure it is spent

3. 20's Plenty update

As Cllr Hodgson was not present at the meeting, a brief update was provided by SC, JC and LA from what they recalled from Cllr Hodgson's summary of events on 7th September 2023 when she had tabled a motion at Devon County Council regarding 20's Plenty.

There was some confusion around what exactly had happened, and it was agreed that we should seek clarification from Cllr Hodgson. MH noted that Cllr Hodgson had told her she planned to write a press release explaining the situation.

ACTION 4: MH to contact Cllr Hodgson for clarification on what happened at the DCC Council meeting on 7th September 2023 in relation to the 20's Plenty motion.

GB noted that from what had been explained by SC, JC and LA that proper democratic process doesn't seem to have been followed at the meeting. Is there a way of getting this decision called into question and redone, e.g., via the Overview and Scrutiny Committee? He also mentioned an article by RH on the recent politicisation of the 20mph campaign. It was suggested this be shared with the group with the notes.

ACTION 5: Once clarification gained from Cllr Hodgson, MH to investigate with her whether the SG can support getting the decision/process disputed.

ACTION 6: MH to find the minutes from the DCC meeting and share with SG with notes.

ACTION 7: MH to share RH 20's mph article with SG with notes

SC commented that there is now a 6-month waiting period before the motion can be discussed again at DCC.

- This can be seen as an opportunity as it will allow for the campaign to do the groundwork to get a more positive outcome next time.
- A serious engagement period is needed, speaking to all the DCC Cllrs so that they are on board before the day.
- It should be a strategic campaign.

The group discussed what it could do to support this campaign.

- MH suggested engaging more actively with the 20's Plenty campaign team who have experience of successful campaigns elsewhere and who are supporting the Devon campaign.

SC suggested that while not something for this group to do, it would be worthwhile trying to get the Lib Dems to add 20's Plenty to their campaign manifesto, given the potential change of administration makeup at DCC at the next election.

- It was suggested that everyone attend the Devon Primary hustings and ask all candidates whether they support 20's Plenty or not.
- This is a policy issue, not a party issue.

ACTION 8: MH to speak to Adrian at 20's Plenty HQ re next steps and a strategic campaign

4. Feedback from MP meeting

MH shared the email reply that AM had sent on 3 October 2023. This outlined responses to action points from our meeting with him on 8 August 2023.

Of particular note was the invitation to the next bus roundtable meeting. AM had asked whether the SG would send a representative to the meeting to give a brief 5-minute presentation on the challenges faced by Totnes. MH had asked him whether we would be allowed to send two reps, one to give the presentation and a Bob the Bus rep. He had agreed that this was not a problem.

- The meeting has provisionally been set for 30th November 2023, 11:30am online.

Questions were raised about what exactly would be involved in the presentation. SG would like a little more clarity around what exactly the roundtable is for. He also highlighted that Bob the Bus is not the only community bus service and that other community services should also be invited into the conversation.

ACTION 9: MH to clarify with AM on what specifically he would like the SG to present as the presentation given at the 8 August meeting covered more than just public transport.

ACTION 10: MH to ask for further information from AM regarding the bus roundtable and also ask/suggest whether other community bus services have been invited.

SC highlighted that it would be good to find out what equality considerations and impact assessments are carried out before bus routes get changed. SG commented that in his limited experience, it seems not at all. JC asked whether they are not legally obliged to take these things into account.

5. Future workstreams and how to progress action

GB noted that all of our discussions always generate a very long to do list and there is an issue of capacity.

- How do we progress action?
- Would people like to take a lead on different projects?
- Where do we want to put our priorities?
- People often talk about legacies. If we think 5 years ahead, and we consider looking back – what would make us feel these meetings were worthwhile attending? What would we like to have achieved?

It is good to be inclusive regarding projects but in terms of actually getting something done, that is not necessarily effective. We need to come up with a longish to do list and then decide what we are going to focus.

- Some of it will be to do with timing. When is the right moment to be trying to get a change? Sometimes it is better to do nothing and wait for the right timing.

It is quite a challenge on how we do this. GB doesn't feel it is right for him to do it all and opened up the conversation on how we might go about this. He has put together an initial list of topics which he ran through:

- Policy and prioritisation
 - Including OSSR
 - S106
 - Working on smaller projects
- 20's Plenty campaign
- SRN/MRN A385
- MP action items that need to be fed into list – partnership development
- Active Travel - LCWIP

SC liked the idea of thinking 5 years ahead and where we want to be. Most things that are priorities are not quick-fix things.

- Makes things seem less overwhelming
- She gave some examples of what first comes to mind in **medium time frame**:
 - Smaller quick fixes, e.g., improve the wayfinding to include accessibility info, where are wheelchair friendly routes. We can be getting ready for when they are getting revamped. Take a wheelchair around town. Identify problematic dropped kerbs.

- Air monitoring
 - SHDC were in process of partnering with Teignbridge and others to improve air quality monitoring but unclear what has happened with that since Covid.
- Engage with Morrisons re fact that their EV charger never works.
- Communication actions on the table

GB noted that it is important to be clear about what our ask is. We need to be clear on what our asks are for specific groups – wheelchair users, pedestrians, drivers.

- Perhaps different people can look at the world from each of those viewpoints and figure out what works and what doesn't. To get clarity on our asks.

VC asked a **procedural question**. Do our actions taken in these future sub-groups need to be signed off by TTC?

ACTION 11: MH to get clarification on whether actions taken by SG/sub-groups need to be signed off by TTC or not.

It was noted that it would be appropriate to have at least two people on each project, not just one. GB agreed with this.

GB also noted that once someone has 'leadership' over something that doesn't mean they can just go do whatever they want without checking in with the group. It needs to be coordinated and with backing of the group. We need to have a coordinated communications with other groups, etc.

GE noted conflict between different user groups. GB said that the psychology of it is very interesting and having proper comms strategy is important.

RM – Traffic up **High Street, and Redworth Junction** (potential for roundabout). These are at the top of his list. Although some disagreement about whether a roundabout is a better solution.

- LA commented that this is very much a part of the presentation that she made during MP meeting. SRN / MRN issues, **improving junctions** along A385 in order to improve traffic flow.
- LA suggested this be something that she takes on as her lead task. Including engaging with wider groups, Peninsula Transport, Torbay, etc.

SC – to complement that - when it comes to the High St itself – politically things have moved on since it was last closed. Word of mouth is that there are a lot of High Street traders who have changed their tune around partial road closures and are more open to a closure for a few hours on a Saturday. The very least we can do is to **support the Council and the Chamber of Commerce** to get a real sense of where the views are.

- We should see if there is a way to support a constructive conversation. DCC still see the town as totally divided on this issue but that is not necessarily the case anymore.

It was noted that we are still waiting on **DCC for their guidance on next steps** regarding our Traffic Policy. This will likely also help determine where our efforts should be put so we shouldn't get too ahead of ourselves.

SC – the question of readiness is really important.

- There might suddenly be an opportunity for money. If we are not ready with serious proposals that are properly thought through, then we will never get anything.
- This is especially the case with s106 and the work with DCC.

It was suggested that the SG could benefit from having a mission statement.

Next steps

GB - asked for permission from the group for LA, GB and MH to come up with a template on how to structure action and how they might be grouped so that people can take ownership of them. This can then be sent round to everyone for comment. Make some subgroups to have a much more in-depth conversations that cannot be had during the main SG meetings.

Summary of main points:

- The group needs to decide on which projects to focus on and for different people to take leadership on various projects.
- Minimum two people 'assigned' to each
- It is important that actions are taken with the support of the group so that action is coordinated and not working at cross-purposes
- Fore ST / High St a main issue and also through traffic / traffic flow
- GB / LA / MH to create a template on how to structure action, for SG comment and subsequent leadership of different workstreams

6. Green Travel Guide

MH briefly explained that she has created a small 'Green Travel Guide', as a resource for local sustainable travel. This will be sent round with the notes. Any feedback is very welcome.

ACTION 12: MH to send the Green Travel Guide along with the notes.

7. Sweep-up

JC informed the group that he has been conducting surveys of High Street shoppers, off his own bat. Questions include, how much have they spent, how did they get to Totnes, where did they park, etc. Has reached 230 surveys. When he reaches 250 he will stop and write up a report and present it to the Forum.

- The group was very enthusiastic about this and congratulated JC on his work

There was a brief discussion about Morrisons car park and how since they introduced full day parking there, it is often impossible to park to go to the shops. This will also impact shopping on the High Street as people park there to shop across town.

- Some discussion on whether a conversation can be had with Morrisons about this

- However there was also the feeling that it is their prerogative to do so, especially since people have been parking there for many years when not needing to go into Morrisons itself

ACTION 13: AP and RM to look into the Morrisons parking issue

GB concluded the meeting by noting that we have spent a lot of time talking about process during the meeting and that is very boring but also very important in order to get proper action. He thanked everyone for their patience so we can turn talk into action.

Meeting ended 20:08

