



AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 5TH FEBRUARY 2024 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 5th February 2024 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 – no document.
- 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 January 2024 (general updates and correspondence). Document to follow.

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 8th January 2024 – document attached.

To note the following minutes:

- b. Council Matters 15th January 2024 – document attached.
- c. Planning Committee 22nd January 2024 – document attached.
- d. Town Matters Committee 29th January 2024 – 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 8th January 2024.
- b. Council Matters 15th January 2024.
- c. Planning Committee 22nd January 2024.
- d. Town Matters Committee 29th January 2024.

6. LIST OF MEETING DATES AND COMMUNICATIONS POINTS

To note a list of upcoming meeting dates, including a revised calendar of meeting dates, and Council communications points. Documents attached.

7. NEXT MEETING

To note the next meeting date of Monday 4th March 2024, 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.

8. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

9. MARKET SQUARE

To consider an update on the Market Square (legal). Verbal update.

10. ELMHIRST PROJECT (Standing Item)

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

Agenda produced by:

Catherine Marlton
Town Clerk
30th January 2024

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.

Send to:

Clerk

Totnes Town Council Administrator <administrator@totnestowncouncil.gov.uk>,
Totnes Town Council Mayor <mayor@totnestowncouncil.gov.uk>

District Councillor Report - for TOTNES TOWN COUNCIL

30/01/2024

Cllr Anna Presswell

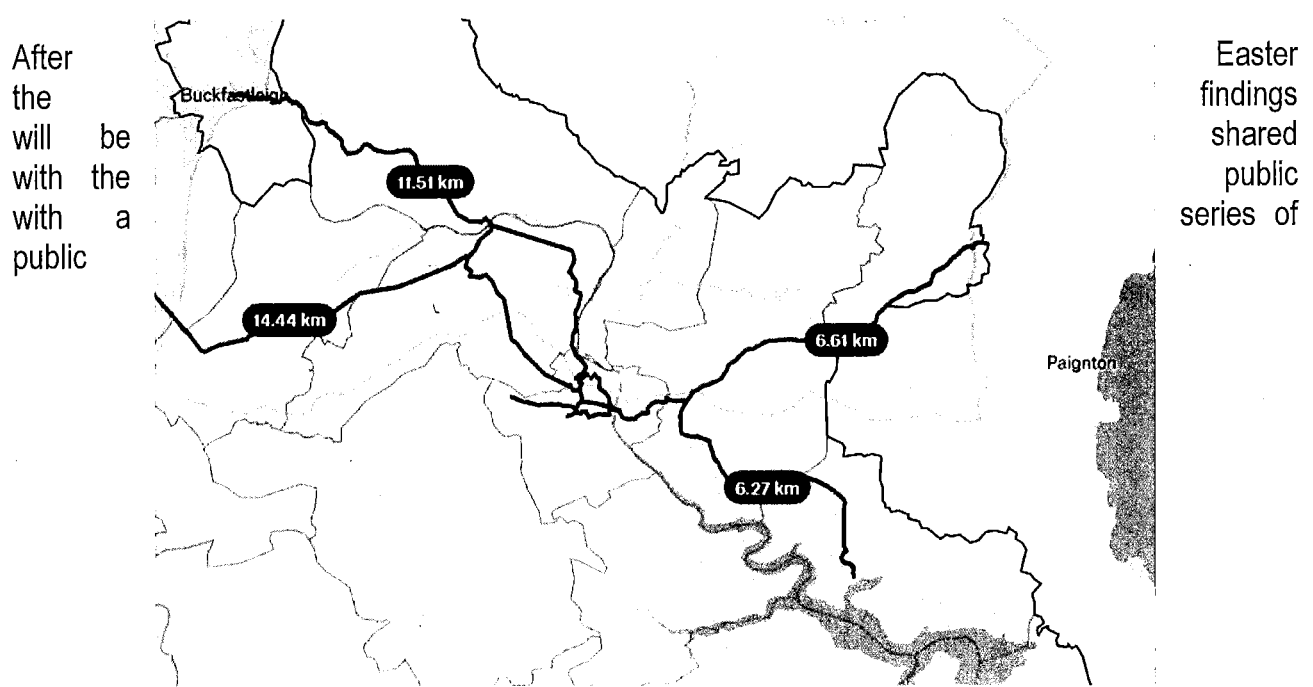
Leechwell

I've been in contact with Pru Boswell, who will be getting in touch with the 'owner' of the well, to get an idea of how its maintenance is to be taken forward. The well now needs some superficial maintenance of weeding and clearing, as it was 10 years since last done. We hope to get a work party together to carry this out. The 're-puddling' at the back of the central outlet of the spring needs attention as the water output is very poor. This and costings is the usual bugbear. Once we have clarity on the ownership and legalities – then Phil McMahon Inspector of Ancient Monuments – Regional Group who I've been in touch with, will advise on how best to proceed according to similar heritage sites in the area. They are very slow to get back but I feel we are on a small trajectory of resolution on Leechwell.

Update on timeline for end stages of the LCWIP project (Local Cycling and Infrastructure project)

Gemma Bristow an officer at District Council is the lead in Active Travel and Digital Connectivity. She has given this update to me which I will be sharing at the Traffic and Transport forum and which I share with you in this report.

Full details are likely to emerge later in February of the barriers and possible interventions that the consultants have identified on the already identified priority active travel routes.



After the will be with the with a public

Easter findings shared public series of

consultation events in the main towns. Gemma will shortly be liaising with the Town Councils to confirm dates and venues for these events.

The final report will recommend a prioritised list of projects we could fund through the remaining UKSPF/REPF budget, (UK Shared Prosperity Fund/Rural England prosperity Fund)) but on account of the deadline of March 2025 to complete these projects only the most deliverable can be considered.

The final report will also recommend a series of prioritised projects for the medium and long term for which funding would have to be secured by other sources (such as S106, Active travel England, Sustrans etc).

The project is due to conclude in June this year.

Camomile Lawn Estate – Steps and Picnic benches

The Land Management Company 'First Port' and Land owner 'Vistry' are in discussion to potentially take this forward on the proposal presented. So I await confirmation

A costings review, (the steps are being paid for by S106 monies) is to be carried out, and once permission given from Vistry the steps plus picnic benches will be built.

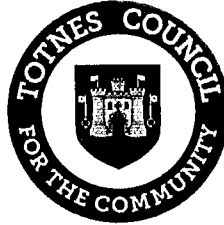
District Assessment Panel as part of the Overview and Scrutiny Committee

I attended a judicial assessment panel on two complaints from the general public on the behaviour of a number of town councillors within the South Hams (not Totnes).

These were vociferous outbursts – one to do with filming in a council meeting with an outburst from the chair (not realising/forgotten the public was allowed to film parts of the meeting), and the other, a councillor swearing with suggestions of a disreputable business, in a shouting match in broad daylight which started over a parking slot outside the business.

I write this as it gave me an insight into how quickly some Councillors can forget their standing and commitment in law, that they have agreed to serve the town and its constituents, to act in a manner according to the position. As well as upholding the rules and permissions of the chamber.

Would it be pertinent to, on occasion, re-visit the protocol of a Councillor and the allowances permitted within the Chamber as a regular objective for all and especially when new Councillors join.



DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 8TH JANUARY 2024 IN THE GUILDHALL

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

Apologies: Cllrs Allen, Chinnock, Hannam and Price.

In Attendance: Members of the press and public, DCllr Birch, C Marlton (Town Clerk) and P Bethel (Town Sergeant).

1. WELCOME TO ALL ATTENDING AND OBSERVING

2. APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS

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

The apologies were received and agreed unanimously. There were no updates to declarations of interest.

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 updated on: the financial position of Devon County Council; recycling centres now accepting capped amounts of DIY waste with charge; and ongoing contact with Devon Highways officers about the problems of vehicle height and width in Castle Street. She advocated for the inclusion of funding for TRAYE projects in the budget, and it was explained that this will form part of the allocation of funds under the Community Outreach budget which will be carried out once Council has agreed its Strategic Plan.
- b. District Cllr Allen was not present and had not circulated a report.
- c. District Cllr Birch had submitted a report and took questions about: the monitoring of waste and recycling facilities in Longmarsh car park to provide for overnight motor home users; the financial borrowing power of South Hams District Council linked to the Freeport; and offered to set up a meeting with the Dartington Trust for Councillors.

d. District Cllr Presswell had circulated a report and updated on: responsibility for the Leechwell; and NHS dentists.

The Council reconvened.

3. CLERK'S REPORT (Standing Item)

To note the Clerk's Report for November 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 4th December 2023.

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

To note the following minutes:

b. Council Matters Committee 11th December 2023.

Noted.

c. Planning Committee 18th December 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 4th December 2023.

No matters arising.

b. Council Matters Committee 11th December 2023.

Item 4. Draft Budget 2024/25 – to be considered under Full Council item 6.

c. Planning Committee 18th December 2023.

No recommendations.

6. DRAFT BUDGET 2024/25

To consider a draft budget set the precept for 2024/25.

It was **RESOLVED** unanimously to approve the recommendations from the December Council Matters Committee (subject to minor amendments as the tax base figures are now available):

- a. Precept for 2024/25 is set at £656,022 (a 7.5 percent increase to the budget, actual increase of 6.54 percent to the taxpayer).
- b. That the budget for 2024/25 is ratified as presented. This includes significant savings on the staffing structure, Visit Totnes work, Civic budget and Mayoral allowance.
- c. Anticipated spend from Reserve in 2024/25 is set at about £120,000.

7. TAX BASE FOR 2024/25

To note the tax base for financial year 2024/25.

Noted

8. ISRAEL – GAZA WAR

To consider the following motion: That Totnes Town Council calls for an immediate ceasefire between Israel and Hamas in Gaza.

It was **RESOLVED** unanimously that Totnes Town Council:

- Calls for an immediate ceasefire between Israel and Hamas in Gaza, as outlined in the open letter; and
- Forwards this letter to the Prime Minister, Leaders of the Opposition, Totnes Times and place it on the Town Council website.

9. LIST OF MEETING DATES AND COMMUNICATIONS POINTS

To note a list of upcoming meeting dates, including a revised calendar of meeting dates, and Council communications points.

Noted.

10. NEXT MEETING

To note the next meeting date of Monday 5th February 2024, 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.

11. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

No recommendations.

12. EASTGATE LEASE

To consider an update and wording of the Eastgate lease (legal).

It was **RESOLVED** unanimously to approve a new 5 year (back dated) lease with the exclusion clause requested by the Duke of Somerset's office. It was noted that this clause was not in the previous lease and that protections from the Landlord/Tenant Act are therefore removed.

13. ELMHIRST PROJECT (Standing Item)

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

No further updates to report.

ClIr Sarah Collinson
Chair

DRIVE



DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 15TH JANUARY 2024 AT 6.30PM IN THE GUILDHALL

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

Apologies: None.

In Attendance: Member of the public, C Marlton (Town Clerk).

1. APOLOGIES FOR ABSENCE

The Chair read a statement about how the meeting would be conducted and recorded. There were no apologies.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

The Chair of the Traffic and Transport Forum attended to outline the role of the forum and the need for ongoing support. Councillors were invited to attend the AGM on 31st January in the Guildhall.

The Committee will reconvene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 11th December 2023 and update on any matters arising.

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

3. BUDGET MONITOR

To:

- a. Consider the 2023/24 Budget Monitor;
This was considered and **AGREED** unanimously.
- b. Note the indicative 2023/24 to 2026/27 reserve projection.

Noted.

4. MAYOR'S ENGAGEMENTS AND BUDGET

To consider the Mayor's engagements since October 2023 and the current budget (documents attached), including:

- a. Payment of a Mayoral expense claim for travel without a receipt or ticket.

These documents were considered and it was **AGREED** unanimously to pay the Mayoral expense claim.

5. SAFEGUARDING POLICY

To review the Safeguarding Policy.

The document **AGREED** unanimously subject to the following amendments:

- Ensuring the policy outlines who the responsible person is (Town Clerk) and making sure staff know to report any concerns or disclosures to the Town Clerk (or member of the management team).
- Under 7.1 – detailing who we would report disclosures to.
- That we display the number for social services in the reception of the office for all to access.

6. REVIEW OF DEATH OF A SENIOR NATIONAL FIGURE PROTOCOL

To review the protocol for the conduct of Council business on the death of a Senior National Figure
The as **AGREED** unanimously.

7. CLIMATE CHANGE AND ECOLOGICAL EMERGENCY BUDGET

To consider a request for expenditure from the Climate Change budget for a food/diet leaflet.

Cllr Hodgson declared an interest and did not participate in the vote.

It was **AGREED** by majority that the Town Council will apply for the funding from County Councillor Hodgson's Locality fund for the publication/distribution of the leaflet subject to the author being added to the leaflet and that there is nothing attributing it to the Town Council.

8. STRATEGIC PLAN

To note the new timetable for the adoption of the Strategic Plan.

Noted. It was **AGREED** to invite all Councillors to a final informal session on the Strategic Plan at 5.30pm on Monday 12th February 2024 (prior to the next Council Matters Committee).

9. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 12th February 2024 at 6.30pm in the Guildhall.

Noted, with an additional informal session from 5.30pm on the Strategic Plan (non-decision making).

*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 December (financial).

These were reviewed and unanimously **AGREED**.

11. GUILDHALL COTTAGE RENT

To review the Guildhall Cottage rent (commercial).

It was **AGREED** unanimously to increase the rent in line with the lower recommendation from the letting agent, from 1st April 2024.

12. GUILDHALL BATHROOM

To consider quotes for renovation of the Guildhall bathroom (commercial).

It was **AGREED** unanimously to appoint BVEC to undertake the bathroom refurbishment.

13. STAFF ATTENDANCE

To note sickness and overtime balances (personal details).

Noted.

14. STAFFING UPDATE

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

a. To note a revised staffing organogram from April 2024 (document attached)

Noted. The Clerk informed the Councillors about an update on pension contributions for unpaid leave.

The meeting closed at 8.00pm

Catherine Marlton
Town Clerk
January 2024



Item 4c + 5c

DRAFT MINUTES FOR THE PLANNING COMMITTEE

MONDAY 22ND JANUARY 2024 IN THE GUILDHALL

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

Apologies: Cllrs Allen, Bennett and Collinson.

In Attendance: Member of the public, Cllr Beavis, S Halliday (Governance and Projects Manager).

1. WELCOME AND APOLOGIES FOR ABSENCE

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

Cllr Auletta read out a statement about how the meeting would be conducted and recorded.

The apologies were accepted.

The Committee will adjourn Standing Orders for the following items:

PUBLIC QUESTION TIME

The Chair of the Traffic and Transport Forum invited all Councillors to attend the AGM on 31st January in the Guildhall, and will send on information which can be emailed out.

The Committee reconvened Standing Orders.

2. CONFIRMATION OF MINUTES

To approve the minutes of 18th December 2023 and update on any matters arising.

The minutes were approved as an accurate record of proceedings. There were no matters arising.

3. TREE WORKS APPLICATIONS

To make recommendations on the following tree works applications:

3a. 4034/23/TCA - T1: Oak - Reduce 1x primary limb by 2 metres to appropriate subsidiary branches back to boundary, remove lower secondary limb & reduce upper secondary limb by 1-2 metres (see image) to clear from adjacent property to the West. Totnes Castle, Castle Street, Totnes, TQ9 5NU.

Support

And to note (Totnes Town Council application):

3b. 0040/24/TCA – T1: Magnolia - reduce the crown on the south side by up to 1.5m, there is evidence of previous maintenance & we will go back to this & no further, this is to remove the encroachment onto neighbouring property & T2: Sweet Bay - Prune bush on all sides by up to 1m. This bush is blocking light to a window also remove suckers coming off the bay & T3: Holly Bush - Prune bush on all sides by up to 1m - this bush is blocking light to a window & T4- T6: Buddleia -

Prune bush on all sides by up to 1m & T7: Bay - Prune bush on all sides by up to 1m remove all suckers & T8: Hazel- Prune bush on all sides by up to 1m. St Mary's Church, High Street, Totnes. Noted.

4. PLANNING APPLICATIONS

To make recommendations on the following planning applications:

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

4a. 4021/21/VAR - READVERTISEMENT (revised plans) Application for variation of condition 2 (approved drawings) of planning consent 4165/17/FUL. Development site at SX 809597, Steamer Quay Road, Totnes.

Object. The concerns raised by the Committee in January and May 2023 still stand, namely:

- Overmassing of the site in the revised extension plans which seem too significant a change to be a variation to an application that has expired in terms of the volume of the building (rather than footprint), and the Committee would suggest that a new application is submitted given timing and the scale of the changes applied for.
- Flood risk.
- Car Parking – there are very few spaces (19) provided for the number of staff and visitors which will exacerbate parking on neighbouring residential roads.
- Design – the building will look very monolithic from the river which is a tourist access point to the town (contrary to DEV20 Place shaping and the quality of the built environment). The previous stepping down of the top storey at the South Eastern end towards Paradise Walk was critical to ensuring that the building form responded to its landscape context, this has now been lost.

On reviewing the latest variations to revised plans, the Committee also has concerns about:

- Façade Treat – appears fussy and incoherent in appearance.
- Fencing – the Committee understands the requirement of the high fence to ensure the safety of residents but is concerned that running alongside the existing Paradise Walk footpath in its entirety is detrimental to the public realm. Could the fence return to the side of the building to enclose the resident's garden, thereby lessening the impact?
- Lack of a revised hydrology report to address the lowering of the building and additional excavation required.
- NHS provision – how the overstretched local NHS provision in the town will bear the additional pressure brought on it by this facility.

4b. 4115/23/FUL - Creation of a new 1 bedroom, 2 storey terraced dwelling by subdividing the existing house and garden and adding a single storey extension to the south. 29 Pathfields, Totnes TQ9 5TZ.

Comment - No objection in principle, but the Committee would like to see a condition that the new dwelling is used as long-term housing rather than as a holiday accommodation business.

4c. 4111/23/LBC & 3999/23/HHO – Listed Building Consent and Householder application for extensions, renovations and alterations including conversion of existing double garage (which historically was a cottage) into ancillary domestic accommodation with associated link extension linking the accommodation into the existing main house. New potting shed extension on the rear

of the existing vinery. Other minor renovations and alterations. Wrinklehorn, Bourton Lane, Totnes, TQ9 5JF.

Support. The Committee is appreciative that its concerns have been sensitively addressed.

4d. 3987/23/HHO - Householder application for first floor extension & conversion of garage into habitable accommodation. Oak Tree Cottage, Weirfields, Totnes, TQ9 5JS.

Comment – don't object in principle but the Committee has concerns about the flat roof over the former garage and how this fits visually with the existing pitched roof of the house.

4e. 3963/23/HHO - Householder application to convert detached garage into a home office with shower room. 10 Sparrow Road, Totnes, TQ9 5PR.

Comment – the Committee would wish the building to be ancillary to the main dwelling. As the garage structure is close to the road and to maintain the streetscape, the Committee would suggest the use of wooden shutters to conceal the glass door and window on the front elevation.

4f. 3769/23/FUL & 3770/23/LBC - Listed Building Consent for amalgamation of flat 1 & 2 into one dwelling, associated internal reconfiguration & creation of first floor garden terrace. Flat 1 & 1a Plymouth Road, Totnes, TQ9 5PH.

Comment – the Committee would ask the Heritage Officer to consider the following:

- Concerns about the removal of the chimney stack and how this will affect the visual appearance of the terrace [Totnes Neighbourhood Plan policy En3: Historic and Built Character].
- Concerns about the removal of walls on the ground and second floor which is a loss of the original plan form in a listed building [Totnes Neighbourhood Plan policy En3: Historic and Built Character].
- Loss of sunlight and privacy to the neighbouring property through the creation of a roof terrace – consider a translucent screen rather than the proposed slatted railings.
- The Committee does not object to fewer subdivisions on the rear windows.

4g. 3580/23/FUL - Change of use of former bakery to residential dwelling and associated conversion works including demolition and rebuild of existing rear extension and construction of new rear canopy. The Old Bake House, South Street, Totnes, TQ9 5DZ.

Support.

4h. 3996/23/FUL - Change of Use to 3no apartments with parking. Cocos Nursery, Station Road, Totnes, TQ9 5JR.

There was a vote to suspend Standing Orders to allow Cllr Beavis to speak. Cllr Beavis asked about the loss of potential employment space. The Committee came back into Standing Orders.

Comment – regret the loss of employment space but do not object to the proposed conversion.

It being 2010hrs, the Committee voted to extend the meeting by 20 minutes.

4i. 2689/23/LBC - Listed building consent for partial demolition of chimney stack extension & repair to remaining stack & bell tower. Bowden House, Totnes, TQ9 7W.

Support.

4j. 4131/23/FUL - Proposed installation of roof-mounted photo-voltaic panel array, repointing of existing stone wall finishes & works to existing door & window joinery. The Forge, Collins Road, Totnes, TQ9 5PJ.
Support.

4k. 3960/23/LBC - Listed Building Consent for "Phase 1" replacement of windows & façade finishes. 29 High Street, Totnes, TQ9 5NP.
Support, but not without with concern that some work appears to have begun prior to consent being received (stripping of slates and replacement windows).

4l. 4091/23/LBC - Strip and reinstate natural slate roofs to lean to, replacement of guttering and downpipes. Angel Yard Cottage, South Street, Totnes, TQ9 5DZ.
Support.

5. CASTLE STREET RESTRICTIONS

To reconsider the problem of large vehicle damage to properties on Castle Street and any recommendation to Full Council on the signage proposal.

Cllr Hodgson explained that in her County Councillor capacity she has been asked about the town's view on additional signage for height and width restrictions on Castle Street, and the limitations of Devon Highways to replace or install bollards.

It was **AGREED** that the new signage is appropriate, but that it is needed lower down Castle Street before/on the junction with North Street which would give any oversize vehicles the facility to turn around in the car park. However, it was felt that this won't solve the ongoing problem of drivers ignoring signs.

6. PENINSULA TRANSPORT STRATEGY CONSULTATION

To consider the Peninsula Transport draft transport strategy and make a recommendation to Full Council [consultation closes on 5th February].

Cllr Auletta updated on a Peninsula Transport webinar that she had attended and explained the comments as drafted. To **RECOMMEND** to Full Council that the Council submits the following responses to the questionnaire:

[Note: questionnaire response options are: strongly support, support, neutral, oppose, strongly oppose]

Q1. What do you think of the Peninsula Transport Strategy? Neutral

Q2. When considering transportation needs, to what extent do you support the four priority outcomes set out in the strategy?

- Easier Journeys. Support
- Going Electric. Strongly support
- A Connected Peninsula. Support
- Completing the Transport Network. Strongly Support

Q3. When considering how Peninsula Transport delivers the strategy to 2030, to what extent do you support the proposals set out under each area of transport?

- Walking and Wheeling. Strongly support
- Bus and Coach. Strongly support

- Rail. Strongly support
- Electric Vehicle Infrastructure. Strongly support.
- Roads. Strongly support.
- Airports and Ports. Oppose
- Digital, Technology and other Enablers: EV demand forecasting, carbon quantification and other technical support to local authorities. Neutral
- Digital, Technology and other Enablers: delivery of pilot schemes in freight and rural mobility. Strongly support.

Q4. Looking at the challenges, priority outcomes and proposals, is there anything that you feel is missing from the Transport Strategy? Please let us have any comments on other areas or themes that Peninsula Transport should be focussing on (100 words)

The SRN is not extensive within the South Hams and the MRN route network, which is therefore critical in maintaining good transport links, is inconsistent in quality/capacity. Torbay has a population of approx 125,000 - links towards Exeter have been enhanced recently, those towards Plymouth have not. Improvements to the A385 through Totnes need to be prioritised. The A385 is a heavily trafficked route causing negative impacts to both users of the road and the amenity of the town. Page 22 of the Economic Connectivity Study Technical Report indicates the A385 as having only 10,000 vehicles AADF, but the DfT figures shows that the bridge in Totnes actually carries 21,000 vehicles. There is a morning rush hour of commuting traffic between Torbay and Plymouth, and in the opposite direction in the evenings. The section of A385 within Totnes needs to be improved: junctions need redesigning to smooth traffic flows (reducing congestion and pollution within the AQMA) and to lessen severance across the A385 (thus enhancing active travel options within Totnes and neighbouring villages).

Q5. Do you have any comments on the draft Peninsula Transport Strategy? (250 words)

With limited funding it is important to ensure that smaller road schemes - tweaking what is there - are considered as high a priority as large infrastructure schemes.

There is insufficient emphasis on sustainable local travel - more cycle routes could be provided adjacent to existing roads with farmers compensated for a loss of field margins and the planting of additional hedgerows through DEFRA's ELM scheme. Joined up working with landowners is needed.

The officer will discuss with the Clerk how Council consideration of this recommendation can be considered in order to meet the consultation deadline.

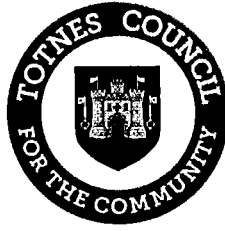
7. DATE OF NEXT MEETING

To note the date of the next meeting of the Planning Committee – Monday 19th February 2024 at 6.30pm in the Guildhall.

Noted.

The meeting closed at 8.30pm

Sara Halliday
Governance and Projects Manager
January 2024



ITEM 40 + 50

DRAFT MINUTES FOR THE TOWN MATTERS COMMITTEE

MONDAY 29TH JANUARY 2024 IN THE GUILDHALL

Present: Councillors J Cummings (Chair), J Chinnock (from 1855), S Collinson (from 1855), B Piper, E Price, N Roberts, and L Smallridge.

Not Present: Cllr Allen

In Attendance: Cllrs Auletta, Beavis, L Ferrier (Marketing and Communications Manager) and S Halliday (Governance and Projects Manager).

1. WELCOME AND APOLOGIES FOR ABSENCE

To receive apologies and to confirm that any absence has the approval of the Council. Cllr Cummings read out a statement about how the meeting would be conducted and recorded.

Cllr Allen was delayed on a train and hoped to make it to the meeting.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

There were no members of the public present.

The Committee reconvened.

2. CONFIRMATION OF MINUTES

To approve the minutes of 27th November 2023 and update on any matters arising. The minutes were **AGREED** as an accurate record of proceedings. Matters arising: item 3 Open Spaces, Sports, recreation and Wellbeing Plan – details for allotments have been updated where received, and a document that can be edited by all Councillors has been placed in Google docs.

*It was **RESOLVED** to suspend Standing Orders to enable wider Councillor discussion under Item 3.*

3. OPEN SPACE, SPORTS, RECREATION AND WELLBEING POLICY REVIEW

To review the following sections of the Council's Open Spaces, Sport Recreation and Wellbeing Plan (documents attached):

- a. **Amenity Green Space** There was discussion about the various spaces, including the Parker's Way green space and the Chicken Run, maintaining existing access through Camomile Lawn and Baltic Wharf, and increasing partnership working with neighbouring parishes on green spaces such as Longmarsh, Elm Park, Queen's Marsh and wider Dartington Trust land. The officer will update the table based on discussions and Councillors are invited to review and update the document.
- b. **Parks & Gardens** This section was not discussed in Committee due to time constraints and will be tabled at a future meeting.
- c. **River** It was **AGREED** to consider the river in the following sections: water quality; access; and facilities. The officer will update the table based on discussions and Councillors are invited to review and update the document.

The Committee reconvened.

4. EMERGENCY PLAN REVIEW

To review the new communications and community preparedness sections in the Emergency Plan.

To **RECOMMEND** to Full Council that the Emergency Plan is adopted subject to the following amendments:

- The inclusion of community groups in the communications section; and
- Community Preparedness – link councillors to liaise with community organisations to see what processes are in place.

5. ROAD MARKINGS

To consider the visibility of road markings at junctions in the town.

Cllr Collinson set out some of the difficulties that are being experienced by people with mobility issues where road marking have deteriorated (for example zebra crossings, 'give way' junctions). Councillors are encouraged to use the Devon Highways 'Report It' tool to highlight the problem areas. To **RECOMMEND** to Full Council that it writes to Devon Highways to: raise the issue; ask what is to be done and on what timeline; and if Devon Highways do not propose remedial works if they can advise on other routes that the Town Council can take to get the markings replaced. Cllr Collinson is to provide a couple of examples to include in the letter.

6. COMMUNITY AWARD TIMELINE

To note the timeline for the 2024 Community Awards.

Noted.

7. DATE OF NEXT MEETING

To note the date of the next meeting of the Town Matters Committee – Monday 25th March 2024 at 6.30pm.

Noted.

The meeting closed at 8.15pm.

Sara Halliday

Governance and Projects Manager

DRAFT Town Matters Committee, 29th January 2024

ITEM 5 – CONSIDERATION OF RECOMMENDATIONS

5a. Full Council, 8th January 2024

No recommendations.

5b. Council Matters Committee, 15th January 2024

No recommendations.

5c. Planning Committee, 22nd January 2024

Item 6. PENINSULA TRANSPORT STRATEGY CONSULTATION - To **RECOMMEND** to Full Council that the Council submits the following responses to the questionnaire:

[Note: questionnaire response options are: strongly support, support, neutral, oppose, strongly oppose]

Q1. What do you think of the Peninsula Transport Strategy? Neutral

Q2. When considering transportation needs, to what extent do you support the four priority outcomes set out in the strategy?

- Easier Journeys. Support
- Going Electric. Strongly support
- A Connected Peninsula. Support
- Completing the Transport Network. Strongly Support

Q3. When considering how Peninsula Transport delivers the strategy to 2030, to what extent do you support the proposals set out under each area of transport?

- Walking and Wheeling. Strongly support
- Bus and Coach. Strongly support
- Rail. Strongly support
- Electric Vehicle Infrastructure. Strongly support.
- Roads. Strongly support.
- Airports and Ports. Oppose
- Digital, Technology and other Enablers: EV demand forecasting, carbon quantification and other technical support to local authorities. Neutral
- Digital, Technology and other Enablers: delivery of pilot schemes in freight and rural mobility. Strongly support.

Q4. Looking at the challenges, priority outcomes and proposals, is there anything that you feel is missing from the Transport Strategy? Please let us have any comments on other areas or themes that Peninsula Transport should be focussing on (100 words)

The SRN is not extensive within the South Hams and the MRN route network, which is therefore critical in maintaining good transport links, is inconsistent in quality/capacity. Torbay has a population of approx 125,000 - links towards Exeter have been enhanced recently, those towards Plymouth have not. Improvements to the A385 through Totnes need to be prioritised. The A385 is a heavily trafficked route causing negative impacts to both users of the road and the amenity of the town. Page 22 of the Economic Connectivity Study Technical Report indicates the A385 as having

only 10,000 vehicles AADF, but the DfT figures shows that the bridge in Totnes actually carries 21,000 vehicles. There is a morning rush hour of commuting traffic between Torbay and Plymouth, and in the opposite direction in the evenings. The section of A385 within Totnes needs to be improved: junctions need redesigning to smooth traffic flows (reducing congestion and pollution within the AQMA) and to lessen severance across the A385 (thus enhancing active travel options within Totnes and neighbouring villages).

Q5. Do you have any comments on the draft Peninsula Transport Strategy? (250 words)

With limited funding it is important to ensure that smaller road schemes - tweaking what is there - are considered as high a priority as large infrastructure schemes.

There is insufficient emphasis on sustainable local travel - more cycle routes could be provided adjacent to existing roads with farmers compensated for a loss of field margins and the planting of additional hedgerows through DEFRA's ELM scheme. Joined up working with landowners is needed.

5d. Town Matters Committee, 29th January 2024

Item 4. EMERGENCY PLAN REVIEW – To **RECOMMEND** to Full Council that the Emergency Plan is adopted subject to the following amendments:

The inclusion of community groups in the communications section; and

Community Preparedness – link councillors to liaise with community organisations to see what processes are in place.

Item 5. ROAD MARKINGS – To **RECOMMEND** to Full Council that it writes to Devon Highways to: raise the issue; ask what is to be done and on what timeline; and if Devon Highways do not propose remedial works if they can advise on other routes that the Town Council can take to get the markings replaced. Cllr Collinson is to provide a couple of examples to include in the letter.

ITEM 6 – LIST OF MEETING DATES AND COMMUNICATIONS POINTS

Month	Full Council, 7pm	Council Matters Committee, 6.30pm	Planning Committee, 6.30pm	Town Matters Committee, 6.30pm
February 2024	Monday 5 th	Monday 12 th	Monday 19 th	No meeting
March 2024	Monday 4 th	Monday 11 th	Monday 18 th	Monday 25 th
April 2024	Monday 8 th	Monday 15 th	Monday 22 nd	Monday 29 th

Arts and Events Working Group (12pm in the meeting room) –20th March and 15th May

Council Assets and Public Realm Working Group (12pm in the meeting room) – 21st February 2024 and 17th April

February

Full Council – 5th February at 6.30pm

Council Matters Committee – 12th February at 6.30pm

Planning Committee – 19th February at 6.30pm

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

March

Full Council – 4th March at 6.30pm

Council Matters Committee – 11th March at 6.30pm

Planning Committee – 18th March at 6.30pm

Arts and Events Working Group – 20th March at 12.00pm

Town Matters Committee – 25th March at 6.30pm

April

Full Council – 8th April at 6.30pm

Council Matters Committee – 15th April at 6.30pm

Council Assets and Public Realm Working Group – 17th April at 12.00pm

Planning Committee – 22nd April at 6.30pm

Traffic and Transport Forum meeting – 24th April at 6.30pm

Town Matters Committee – 29th April at 6.30pm

May

Annual General Meeting of Totnes Town Council – 13th May at 6.30pm

Council Matters Committee – 20th May at 6.30pm

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

Planning Committee – TBC – either 22nd or 28th May at 6.30pm

Mayor Making Ceremony (not a public event) – Thursday 23rd May

Annual Town Meeting – Wednesday 29th May at 6pm

June Full Council – 10th June, and no Council Matters in June. An updated meeting calendar has been circulated to all Councillors.

Council Communications Points

Pavement outside Waterside Bistro, The Plains – the Council has contacted Devon County Council Highways about the lack of progress by National Grid to replace the missing slab pavers. Highways enforcement visited the site in December and January to see if the remedial work had been carried out and they are speaking to National Grid about the lack of rectification made to date. The Town Council will contact DCC in early February if the work is still not carried out.

Road closure in The Narrows for South West Water work – South West Water have issued a letter explaining that they “need to make alterations to the water supply network in High Street, Totnes. Our works will involve an excavation in the road and because of this a Road Closure will be necessary. Our works will be in the area of 92 High Street and we expect to finish and be off site by 16.00 on Wednesday 27 March. Each end of the Road Closure will be manned 08.30-16.00 to assist delivery vehicles and residents who need access close to our works area. A signed Diversion will also be in place for through traffic. Local Authorities and Emergency Services have been made aware of the road closure and in the event of an emergency we will assist with access where possible.”

A SWW representative was due to visit all businesses in the area affected in the second half of January. The Clerk has replied to pass on the concerns expressed around another road closure and the timing of it with the Easter holiday and directly following the gas works, suggesting that businesses write directly to Kier to reiterate their concerns. A road closure notice has not yet been issued, but contact details for the works will be passed to Councillors once received should they get any questions about this closure (which will be put onto the Town Council website road closures page).

Community awards – nominations for the individual and group award are now open and the closing date is Sunday 17th March.

Wayfinding – The final stage of our wayfinding project is now underway, with an information 'i' sign being erected above the info board at the railway station and the last two fingerposts going up to replace the old outside the Seven Stars and on the Plains outside Waterside Bistro. Cllrs may get queries from the public as the fingerpost outside Waterside is right on the edge of where National Grid has infilled the pavement with tarmac. (We were holding on for as long as possible to avoid digging in this area until the pavers were replaced but had to press ahead to get this done within the financial year and before it starts to get busy for the season.) If asked about the wayfinding project, Cllrs can also find more information, including details on the public consultation, on our website: <https://www.totnestowncouncil.gov.uk/wayfinding-community-consultation/>

More details on the community awards, green travel guide and precept can be found on the Totnes Town Council website news page – see <https://www.totnestowncouncil.gov.uk/whats-on/news/>