

# **AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL**

# **MONDAY 1ST JULY 2024 IN THE GUILDHALL**

**Please note that public question time will be held prior to Full Council from 6.30pm.**

**T**here 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 1st July 2024** at **7.00pm** for a maximum of 120 minutes the purpose of transacting the following business:

### **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.

### **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.

1. County Cllr Hodgson – no document.
2. District Cllr Allen – no document.
3. District Cllr Birch – no document.
4. District Cllr Presswell – no document.

*The Council will convene to consider the following items:*

### **CLERK’S REPORT (Standing Item)**

To note the Clerk's Report for June 2024 (general updates and correspondence). Document to follow.

### **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)*

1. Full Council 10th June 2024 – document attached.

To note the following minutes:

1. Planning Committee 17th June 2024 – document attached.
2. Town Matters Committee 24th June – document attached.

### **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)*

1. Full Council 10th June 2024.
2. Planning Committee 17th June 2024.
3. Town Matters 24th June 2024.

### **RECESS COMMITTEE**

### To consider the appointment of a recess committee to meet (if required) on 5th August 2024. Verbal update.

### **STANDING ORDERS UPDATE**

To consider the Town Matters Committee recommendation for an update to Standing Orders new section 29 ‘Terms of Reference for Working Groups’. Document attached.

### **COMMITTEE MEMBERSHIP**

To consider the committee, working group and link council membership for:

* 1. newly elected Councillors (verbal update).
  2. The Strategy Delivery Group working groups for: economy; environment and public realm; and community (document attached).

### **LIST OF MEETING DATES**

To note a list of upcoming meeting dates, Councillor communications points and link Councillor/Councillor representatives on outside bodies updates. Document attached.

### **NEXT MEETING**

To note the next meeting date of Monday 2nd September 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.*

### **CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)**

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

### **ELMHIRST PROJECT (Standing Item)**

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

Agenda produced by:

Catherine Marlton

Town Clerk

26th June 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.**

### **ITEMS 4A and 5A – FULL COUNCIL MINUTES 10TH JUNE 2024**



**DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL**

**MONDAY 10TH JUNE 2024 IN THE GUILDHALL**

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

Apologies: Cllrs J Hannam, D Peters and E Price, and District Cllr Allen.

## In Attendance: Members of the press and public, Police Officer, District Cllr Birch, C Marlton (Town Clerk) and P Bethel (Town Sergeant).

### **1. WELCOME TO ALL ATTENDING AND OBSERVING**

Cllr Bennett asked those present to observe a minute’s silence in remembrance of Judy Westacott MBE, former Mayor and long serving Town Councillor who passed away on 21st May.

### **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.**

Cllr Beavis updated that he had become a KEVICC Foundation Governor.

***The Committee will adjourn for the following items:***

**Reports from County and District Councillors.**

1. **County Cllr Hodgson**
2. **District Cllr Allen**
3. **District Cllr Birch**
4. **District Cllr Presswell**

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

a. County Cllr (C Cllr) Hodgson was present and gave a verbal update on her written report, including: concerns about Babcock and their arms manufacturing in relation to current conflicts; investigating farm soil quality for the public interest; road safety outside St John’s School; general issues with Highways, including Castle Street; and that the potential devolution deal is deferred pending the General Election.

b. District Cllr Allen was not present and hadn’t submitted a report.

c. District Cllr Birch was present and gave a verbal update on his written report, including: council tax on second homes and the small proportion that will be sent to Towns and Parishes from 2025 onwards with the need to ringfence the funds for housing; chasing updates and improvements to the Civic Square - Cllr Auletta asked that the Town Council be consulted on the design/any improvements; and the Former Dairy Crest site planning appeal.

d. District Cllr Presswell was present and gave a verbal update on her written report, including a dentistry report around alternative ways of providing NHS services that will be coming out in due course. The availability of NHS dentists is at an all-time low and there are no options in Totnes.

*The Council reconvened.*

**3. CLERK’S REPORT (Standing Item)**

**To note the Clerk's Report for May 2024 (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 13th May 2024.**

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

**To note the following minutes:**

**b.** **Council Matters Committee 20th May 2024.**

Noted.

**c. Planning Committee 22nd May 2024.**

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 10th May 2024.**

No matters arising.

**b. Council Matters Committee 20th May 2024.**

No recommendations.

**c. Planning Committee 22nd May 2024.**

No recommendations.

### **6. CO-OPTION TO BRIDGETOWN WARD VACANCY**

**To consider the applications for the Totnes Bridgetown Councillor vacancy.**

It was **RESOLVED** by a majority to co-opt Tobias Robshaw to the Bridgetown Ward vacancy. All candidates were thanked for their applications.

### **7. COMMUNITY GRANTS**

**To consider the Council Matters recommendation for the awarding of Community Grants for 2024.**

It was **RESOLVED** to allocate the following grants under the Totnes Town Council Community Grant Applications June 2024:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Totnes Town Council Community Grant Awards June 2024** | | | | **PROPOSED BUDGET: £40,500 - plus an allocation from EM Reserves** | |  |  |
| **Applicant** | **Project** | **Amount requested** | **Total project cost £** | **AGREED AMOUNT** | **% of ask** | **Spending Power** | **S137** |
| Bridgetown Alive | Sky Rise Festival 20 Jul 24 | £3,400.00 | £8,000.00 | £1,700.00 | 50 | Provision of entertainment and support for the arts including festivals and celebrations |  |
| TRAYE | Totnes Youth Leisure Night and Bridgetown Youth Club | £8,750.00 | £24,600.00 | £8,750.00 | 100 | s137 -Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants | £8,750.00 |
| Totnes Carnival | Totnes Carnival Summer/Christmas Programme | £3,170.00 | £3,170.00 | £2,377.50 | 75 | Provision of entertainment and support for the arts including festivals and celebrations |  |
| Totnes Hospital League of Friends | Chairs for Dart Ward | £3,231.00 | £3,731.00 | £0.00 | 0 |  |  |
| KEVICC Parents Association | Enrichment and Community Engagement Pupil Programme. | £6,450.00 | £10,850.00 | £0.00 | 0 |  |  |
| Bike Hub | Earn a Bike Project | £1,475.00 | £3,150.00 | 100% AGREED from Earmarked Reserves | | Highways and sustainable transport |  |
| SASHA | Running Costs for FY 2024 | £1,143.48 | £3,162.50 | £1,143.48 | 100 | s137 -Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants | £1,143.48 |
| South Hams Community Action | Volunteer recruitment support for groups in Totnes | £3,000.00 | £36,401.00 | £750.00 | 25 | s137 -Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants | £750.00 |
| Totnes Caring | Community Intergenerational Projects | £3,262.00 | £8,155.00 | £2,446.50 | 75 | s137 -Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants | £2,446.50 |
| TADPOOL | Co-funded training for 10 high potential sports stars in Totnes who are ‘Pupil Premium’/ Low Income children | £1,250.00 | £2,500.00 | £0.00 | 0 |  |  |
| St Mary's Church | St.Mary’s Servery and Community Space | £2,000.00 | £63,250.00 | £1,000.00 | 50 | Power to provide and equip community buildings |  |
| Youth Mental Health Foundation | Zoom support group for parents of young people struggling with mental health in Totnes | £3,532.00 | £7,948.00 | £0.00 | 0 |  |  |
| SPACE Youth Services | Totnes Summer Programme | £1,000.00 | £2,000.00 | £1,000.00 | 100 | s137 -Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants | £1,000.00 |
| Food In Community | Improving Food Security for Totnes Residents | £6,708.00 | £13,416.00 | £5,031.00 | 75 | s137 -Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants | £5,031.00 |
| Future Challenges | Strive Together | £3,500.00 | £5,000.00 | £0.00 | 0 |  |  |
| Totnes Skate Park | Totnes Skate Park Fundraising Project | £8,000.00 | £300,000.00 | £8,000.00 | 100 | Power to provide a wide range of recreational facilities |  |
| Leechwell Garden Association | Sustaining Leechwell Garden: Ensuring continuity for our residents young and old | £4,000.00 | £4,000.00 | £2,000.00 | 50 | Power to acquire and maintain open spaces |  |
| Fusion | Warm Spaces Bouncy Fun (Oct 24 - Feb 25) | £1,948.00 | £1,948.00 | £1,461.00 | 75 | s137 -Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants | £1,461.00 |
| Jamming Station | Family Chill Café (Sep 24 - Feb 25) | £4,000.00 | £6,656.25 | £1,000.00 | 25 | s137 -Power to incur expenditure not otherwise authorised on anything which in the council's opinion is in the interests of the area or part of it or all or some of the inhabitants | £1,000.00 |
| Stepping Stones | The Warms Hearts Café | £22,740.00 | £23,340.00 | £0.00 | 0 |  |  |
| Transition Town | Who owns Totnes? A workshop of mapping and visioning. Mid-Jun and Jul 2024 | £591.00 | £591.00 | £0.00 | 0 |  |  |
| The Mansion | Secondary glazing of the Lovelace Room at the Mansion. Jul-Oct 2024 | £1,600.00 | £1,600.00 | £0.00 | 0 |  |  |
| Citizens Advice | Totnes outreach and partnership with Totnes Caring | £8,826.00 | £17,651.00 | £4,413.00 | 50 | Power to support |  |
| **Total** |  | **£103,576.48** | **£551,119.75** | **£41,072.48** | **Transfer extra £16072.48 from Strategic Priorities** |  | £21,581.98 |
|  |  |  |  | **£1,475** | **EAR MARKED RESERVES - Green Travel** |  |  |
|  |  |  |  | **£42,547.48** | **TOTAL AWARDED** | |  |

### **8. INTERNAL AUDIT REVIEW**

**To receive the Internal Audit Report for 2023/24, consider the findings and action plan.**

It was **RESOLVED** unanimously to approve the Internal Audit Report for 2023/24.

### **9. ANNUAL GOVERNANCE STATEMENT**

**To:**

**a. Consider and approve the Annual Governance Statement for 2023/24 by resolution (document attached); and**

**b. Chair to sign the Governance Statement.**

It was **RESOLVED** unanimously to approve the Annual Governance Statement for 2023/24, which was then duly signed by the Chair.

### **10. ACCOUNTING STATEMENT**

**To:**

**a. Consider the Accounting Statement for 2023/24 (document attached);**

**b. Approve the Accounting Statement for 2023/24 by resolution; and**

**c. Chair to sign the Accounting Statement for 2023/24.**

It was **RESOLVED** unanimously to approve the Accounting Statement for 2023/24, which was then duly signed by the Chair and Proper Officer.

**11. COMMUNITY ECONOMIC PLAN**

**To consider engagement in the South Hams District Council’s Community Economic Plan process.**

It was **RESOLVED** unanimously to continue with the project, keeping the staffing resources required under review.

**12. INVESTMENT STRATEGY**

**To review the Council’s investment strategy.**

The Investment Strategy was **AGREED.**

**13. FIXED ASSETS REGISTER**

**To note the amendment to the Fixed Asset Register.**

Noted.

**14. LIST OF MEETING DATES** **AND COMMUNICATIONS POINTS**

**To note a list of upcoming meeting dates, Council communications points and link Councillor/Councillor representatives on outside bodies updates.**

Noted.

### **15. NEXT MEETING**

**To note the next meeting date of Monday 1st July 2024, 6.30pm public session, 7.00pm formal meeting in the Guildhall.**

Noted.

*8.25pm*

*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.*

### **16. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)**

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

None.

### **17. INSURANCE DECLARATION REQUIREMENTS**

### **To note the need/receipt of declarations from officers and Councillors in line with insurance requirements (personal).**

Noted.

### **18. ELMHIRST PROJECT (Standing Item)**

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

There were no updates at this time.

The meeting closed at 8.45pm.

Cllr Tim Bennett

Deputy Chair

### **ITEMS 4B and 5B – PLANNING COMMITTEE MINUTES 17TH JUNE 2024**



# **DRAFT MINUTES FOR THE PLANNING COMMITTEE**

# **MONDAY 17TH JUNE 2024 IN THE GUILDHALL**

Present: Councillors T Bennett (Chair), S Collinson, T Cooper J Cummings, J Hodgson and L Smallridge (from 1855).

Apologies: Cllrs Auletta and Smallridge (running late).

In Attendance: Members of the public 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 Bennett 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**

Three members of the public spoke with concerns about the licencing application for 3-4 Birdwood Court, specifically:

* Noise – the building appears to have no/little sound proofing or thermal insulation. Residents raised concerns about the impact of noise on the residential area around Birdwood Court from events and customers, particularly if the roof terrace is in use and/or the large windows on both sides are opened during hot weather. Sundays are usually quiet in town and this could change.
* Loss of Privacy – use of the rear terrace will impact those living nearest to the venue, as well as the impact to those in gardens.
* Intent of the original licencing application for later hours. The members of the public accepted that there has been an adjustment in hours in the licencing application based on the opening hours set out in the change of use planning application which has been approved. However, they are concerned that these extended hours could be pursued through a new planning application and will see the noise concerns realised – there are already issues with the Barrel House.

*The Committee reconvened Standing Orders.*

### **2. CONFIRMATION OF** **MINUTES**

**To approve the minutes of 22nd May 2024 and update on any matters arising.**

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

It was **AGREED** to take item 5 next given the public interest.

### **5. LICENSING APPLICATION**

**To consider the following applications for a new premises licence:**

**5a. Blue Rider Group Limited, 3-4 Birdwood Court, Totnes TQ9 5SG.**

The officer set out that there is an update and change to the hours applied for from those included in the papers, which now aligns with the hours approved in the change of use planning application for the building (in summary, from Monday to Sunday: daily opening 0700-1700; supply of alcohol 1100-1630; and provision of entertainment 1100-1700).

The Committee considered the licencing application, taking into account the views expressed by members of the public. The Committee requests that there is a public hearing for this application, it has no objection to the sale of alcohol between the hours of 1100-1630 and make the following comments:

Public Safety – the Committee has concerns about the fire escapes from the building, particularly from the terrace area and the lack of an alternative escape route. The Committee seeks reassurance from South Hams District Council (SHDC, as the owner) that the concrete steps from the Civic Square leading to 3-4 Birdwood Court and the Civic Hall are safe to take the capacity and weight of those exiting the Civic Hall and the new venue in an emergency.

Prevention of Public Nuisance – noise and anti-social behaviour.

Noise from events – concerns about inadequate sound insulation in the building and the effect of sound pollution from events on residents, particularly if the windows are open. If adequate temperature insulation was incorporated into the building, there would be less need to open windows in warm weather. The Committee would request that SHDC Environmental Health make an assessment on a suitable decibel limit for the venue and, should a licence be granted, consider the inclusion of a condition that a decibel meter is installed (as there is in the Civic Hall).

Anti-social behaviour – noise from people on the terrace due to its elevated position is intrusive to residents in the vicinity of the building and across the hill.

### **3. TREE WORKS APPLICATIONS**

**To make recommendations on the following tree works applications:**

There were no tree works applications for consideration this month.

### **4. PLANNING APPLICATIONS**

**To make recommendations on the following planning applications:**

*Note: Cllr Hodgson observes and does not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.*

4a. 1405/24/HHO – Householder application for roof extension. 13 Springhill Road, Totnes, TQ9 5RD.

Comment – the Committee is concerned that there are no climate change proposals or improvements to insulation included in the application and we ask that these are conditioned.

4b. 1433/24/HHO - Householder application for house extension & roof lift. Eveleigh, Higher Westonfields, Totnes, TQ9 5RB.

Comment – the Committee:

* Supports the internal consultee for drainage’s comments and is concerned that surface water run off could impact neighbouring properties in extreme weather and that the application doesn’t include climate change mitigation measures.
* Has concerns about overlooking the neighbouring property from the west facing dormer and the incongruous use of zinc cladding (proposed material).
* Notes that there appears a gap in the proposal for a sustainable build whilst the proposed rooflight positioning will compromise any PV installation.

4c. 1489/24/HHO - Householder application for new rear single storey extension & associated works. 41 Smithfields, Totnes, TQ9 5LR.

Support.

4d. 1662/24/FUL – One storey with mezzanine extension clad in steel & timber into forecourt of existing Unit 2-3 offices with roof access deck. Unit 2 & 3, Ex Burgess Centre, Wills Road, Totnes, TQ9 5JP.

Support.

4e. 1439/24/HHO – Householder application for proposed first floor extension. 4 the Bridle Path Totnes, TQ9 5HD.

Cllr Bennett declared a personal interest (family member) and recused himself from the meeting for this item. Cllr Hodgson assumed temporary chair.

Support. Concern that there is no design and access statement or planning statement accompanying the application.

The Committee voted to extend the meeting by 30 minutes to 8.40pm.

4f. 2630/23/LBC – Listed Building Consent to remove existing roof covering & replace in new natural slate, install 3 conservation roof lights, replace leadwork in box gutters on east & west sides of roof, install new guttering where necessary using Lindab black metal guttering. 64A High Street, Totnes, TQ9 5SQ.

Comment – the Committee would seek assurance from the Conservation Officer that the internal ceiling does not contain important historic elements and that appropriate Welsh slates are used.

4g. 0840/24/LBC and 0841/24/FUL - Listed Building Consent for minor external alterations to accommodate the installation of plant and extract equipment, and internal refurbishments works to the premises. 6 The Plains, Totnes, TQ9 5DR.

Support. The Committee would ask that:

* Any approval requires that the plant is regularly maintained with acoustic hoods fitted and retained where indicated to ensure residential amenity.
* An appropriate film is placed on the windows of the proposed store/bin store.

4h. 1307/24/LBC - Listed Building Consent for re-felting of west facing roof, replacement slate roof tiles of west & south facing roofs, repairing dormer, replacing ridge tiles, repairing flashing around chimney stack, & replacement of aluminium guttering. 2 Ramparts Walks, Totnes, TQ9 5QH.

Support, subject to Conservation Officer approval of the slates and ridge tiles to be used.

4i. 1740/24/LBC – Listed Building Consent for installation of positive Input Ventilation unit in hallway recess & extractor fan in kitchen window. 2 Manor House, Coronation Road, Totnes, TQ9 5DF.

No comment to make.

4j. 1792/24/LBC – Listed Building Consent for repair and reinstate lime render on front fascade and associated works. Proposed like-for-like repair and redecoration of front windows, doors, cast iron rainwater hopper and downpipe. 8 Plymouth Road, Totnes, TQ9 5PH.

Support.

4j. 1198/24/ADV - Advertisement Consent for alteration to existing main shop fascia signage & secondary signage. 39 Fore Street, Totnes, TQ9 5HN.

Support.

4k. 1573/24/FUL, 1574/24/ADV and 1575/24/LBC – Listed Building Consent and Advertisement Consent for Shopfront Refurbishment / Maintenance / Colour Change Repaint / New Signage. 12 Fore Street, Totnes, TQ9 5DX.

Support, but would request that PT02 Sea Serpent colour paint on the front elevation is extended round the corner onto the side elevation, finishing in line with rear edge of the fascia which returns into the lane by approx. 1m. The shopfront on the other side of the lane also ‘turns’ the corner’ – this is a traditional detail.

4l. 1686/24/ADV and 1683/24/LBC and 0841/24/FUL – Listed Building Consent, Advertisement Consent for installation of 2No new fascia signs, 1No new hanging sign & 2No new menu boards, and Minor external alterations to accommodate the installation of plant and extract equipment, and internal refurbishments works to the premises. 6 The Plains, Totnes, TQ9 5DR.

Support. The Committee would request the Conservation Officer’s comment on the appropriate size of the sign and related signage.

### **6. DATE OF NEXT MEETING**

**To:**

**a. confirm either the date of the August Committee on Monday 19th, or alternatively seek Full Council consent for the Clerk to be given delegated authority to respond to planning applications (informed by Councillor comment) in August; and**

To **RECOMMEND** to Full Council that delegated authority is given to the Clerk for August to respond to planning applications based on comments from members of the Planning Committee.

**b. note the date of the next meeting of the Planning Committee – Monday 15th July 2024 at 6.30pm in the Guildhall.**

Noted.

The meeting closed at 8.35pm.

Sara Halliday

Governance and Projects Manager

June 2024

### **ITEMS 4C AND 5C – TOWN MATTERS COMMITTEE MINUTES 24TH JUNE 2024**



# **DRAFT MINUTES FOR THE TOWN MATTERS COMMITTEE**

# **MONDAY 24TH JUNE 2024 IN THE GUILDHALL**

Present: Councillors J Cummings (Chair), L Auletta, C Beavis, J Chinnock, D Peters, A Presswell, E Price (from 18.35), N Roberts and L Smallridge.

Apologies: Cllr Collinson.

## In Attendance: Traffic and Transport Chair, Cllr Trant, and S Halliday (Governance and Projects Manager).

### **1. WELCOME AND APOLOGIES FOR ABSENCE**

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

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

The apologies were accepted.

*The Committee will adjourn for the following items:*

### **PUBLIC QUESTION TIME**

There were no members of the public who wished to speak.

*The Committee reconvened.*

**2. CONFIRMATION OF MINUTES**

### **To approve the minutes of 29th April 2024 and update on any matters arising.**

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

Item 6 – Castle Bookshop. It was **RESOLVED** by Full Council that the Council sends a letter of support to the Castle Bookshop for their Community Ownership Fund application.

### **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** **and make a recommendation to Full Council:**

**a. Parks and Gardens**

There was discussion of the various areas listed, whether they were in the correct category and a requirement for Borough Park to have aspirations to provide park provision more widely rather than just sporting facilities. The officer will update the table based on discussions and Councillors are invited to review and update the document.

**b. Introductory text**

**c. Projects list**

3b and 3c - It was **AGREED** that further Task and Finish Group meetings would be held to:

* Consider the amenity green space category that doesn’t appear in the South Hams District Council original list.
* Ensure the facilities are listed under the most appropriate category.
* Redraft the introductory text.
* Review the project list.

The revised OSSRW Plan will return to the Town Matters Committee in July for final consideration and making a recommendation to Full Council.

### **4. STRATEGY DELIVERY GROUP**

**To consider the notes and actions from the Strategy Delivery Group (documents attached):**

**a. the creation of three working groups for Economy, Environment and Public Realm, and Community as set out in Standing Orders section 26.2.4; and**

It was **AGREED** to form the three working groups.

**b. if (a) is agreed, review the draft Terms of Reference for these working groups and make a recommendation to Full Council.**

Subject to minor amendments to the draft Terms of Reference (reference to ‘delivery’ in the purpose section; under membership the ability to co-opt other councillors as well as members of the community, and the election of a chair and deputy for all working groups), to **RECOMMEND** to Full Council that the Terms of Reference for the Strategy Delivery Group Working Groups is included as an update to Standing Orders (new section 29).

The Committee voted to extend the meeting by 10 minutes.

**5. VEGETATION OVER PAVEMENTS**

**To consider the lack of maintenance regarding vegetation on pavements and verges along the western bypass and any Town Council action.**

Cllr Peters explained the problem of overgrown vegetation encroaching onto key pavements alongside roads in Totnes (notably Western Bypass, back route to Morrisons) which has implications for those in wheelchairs, pushchairs and the visually impaired. Devon Highways has a Public Sector Equality Duty and the Committee does not believe that this obligation is being considered with regards to maintaining the safe pavement access to an adequate level.

To **RECOMMEND** to Full Council that the Council writes to Devon County Council with its concerns that its statutory requirements are not being met in regards to equality duties and highways. The letter will be shared with Inclusive Totnes. Cllr Peters is to draft the letter to be sent through the Clerk.

### **6. DATE OF NEXT MEETING**

### **To note the date of the next meeting of the Town Matters Committee – Monday 24th June 2024 at 6.30pm.**

### Noted.

The meeting closed at 8.15pm.

Sara Halliday

Governance and Projects Manager

### **ITEM 5 – CONSIDERATION OF RECOMMENDATIONS**

**5a. Full Council, 10th June 2024**

No recommendations.

**5b. Planning Committee, 17th June 2024**

Item 6a – Planning Business in August. To **RECOMMEND** to Full Council that delegated authority is given to the Clerk for August to respond to planning applications based on comments from members of the Planning Committee.

**5c. Town Matters Committee, 24th June 2024**

Item 4b – Strategy Delivery Group Draft Terms of Reference. To be considered under Full Council item 7 Standing Orders Update.

Item 5 – Vegetation Over Pavements. To **RECOMMEND** to Full Council that the Council writes to Devon County Council with its concerns that its statutory requirements are not being met in regards to equality duties and highways. The letter will be shared with Inclusive Totnes. Cllr Peters is to draft the letter to be sent through the Clerk.

### **ITEM 7 – STANDING ORDERS UPDATE**

New Section 29 – Draft Terms of Reference for the Strategy Delivery Group Working Groups: Community; Economy; and Environment and Public Realm

Purpose: Each Working Group’s role is to discuss the detail, prioritise and deliver the objectives as set out in the Council’s Strategic Plan under the three themes of: community; economy; and environment and public realm.

There is no budget allocation for the Working Groups - the budget allocation will be held by the Strategy Delivery Group The working group does not have any delegated authority but is a way of discussing issues and projects informally and including members of the community when relevant.

Membership: The Working Group will be made up of a minimum of three Councillors and a maximum of five Councillors with powers to co-opt as required other Councillors and/or named members of the community (with relevant experience) on a non-voting basis who must agree to abide by the Town Council Code of Conduct. A Chair and Deputy will be elected.

Quorum: Three Councillors.

Power: Local Government Act 1972, section 145.

Delegated Authority: no delegated authority, recommendations to the Strategy Delivery Group through the Town Matters Committee, or Council Matters Committee where it concerns a budgetary matter, for consideration.

**1. Terms**

1.1         The Council’s Standing Orders apply to all meetings of the Working Group.

1.2         The Working Group shall be appointed on an annual basis at the Annual Meeting of the Town Council.

1.3         The first order of business of the first meeting of the Working Group after its annual appointment will be to elect a Chair.

1.4         The Mayor and Deputy Mayor of the Council shall be ex-officio, non-voting members of the Working Group.

1.5         The Working Group will meet bi-monthly.

1.6         Meetings shall not be open to the public, but it is the intention of members to liaise and involve relevant members of the community as required.

1.7          The Working Group will be allocated an officer whose role will be to act as a link, particularly with the Chair. The link officer will attend the Working Group meetings on an as required basis.

1.8         Brief bullet points of actions will be required for the Strategy Delivery Group for further discussion and forming recommendations.

**2. Responsibilities**

2.1         To prioritise the objectives set out in the Strategic Plan which aim to support and improving the social, economic and cultural life of the town for the benefit of its residents, businesses and visitors.

2.2         To deliver the objectives of the Strategic Plan, including providing details on how these objectives will be investigated or taken forward.

### **ITEM 8B – COMMITTEE MEMBERSHIP: WORKING GROUPS**

The following Councillors have put themselves forward for the three Strategy Delivery Group Working Groups:

**Community**

Cllr Bennett – Chair

Cllr Robshaw

Cllr Chinnock

Cllr Presswell

(4)

**Economy**

Cllr Roberts – Chair

Cllr Auletta

Cllr Trant

Cllr Chinnock

Cllr Peters

Cllr Beavis

(6)

**Environment and Public Realm**

Cllr Hodgson – Chair

Cllr Peters – Deputy

Cllr Cummings

Cllr Collinson

Cllr Auletta

(5)

### **ITEM 9 – LIST OF MEETING DATES, COMMUNICATIONS POINTS AND LINK COUNCILLOR UPDATES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Month** | **Full Council, 7pm** | **Council Matters Committee, 6.30pm** | **Planning Committee, 6.30pm** | **Town Matters Committee, 6.30pm** |
| **June 2024** | Monday 10th | None | Monday 17th | Monday 24th |
| **July 2024** | Monday 1st | Monday 8th | Monday 15th | Monday 22nd |
| **August 2024** | Monday 5th (if required) | None | None (or Monday 19th) | None |
| **September 2024** | Monday 2nd | Monday 9th | Monday 16th | Monday 23rd |
| **October 2024** | Monday 7th | Monday 14th | Monday 21st | None |

**July**

Full Council – 1st July at 6.30pm

Council Matters Committee – 8th July at 6.30pm

Planning Committee – 15th July at 6.30pm

Town Matters Committee – 22nd July at 6.30pm

Strategy Delivery Group – 23rd July at 6pm

Traffic and Transport Forum meeting – 31st July at 6.30pm

**September**

Full Council – 2nd September at 6.30pm

Council Matters Committee – 9th September at 6.30pm

Planning Committee – 16th September at 6.30pm

Town Matters Committee – 23rd September at 6.30pm

**October**

Full Council – 7th October at 6.30pm

Council Matters Committee – 14th October at 6.30pm

Planning Committee – 21st October at 6.30pm

Strategy Delivery Group – 22nd October at 6pm

Town Matters Committee – no meeting

Traffic and Transport Forum – 30th October at 6.30pm

**Communications Points – please check the Totnes Town Council ‘News’ page**

Further verbal updates to be given by the Clerk at the meeting and a list of recent press releases is in the Clerk’s Report.

General Election 4th July – Reminder that we remain in the pre-election period until the polling booths close at 10pm on 4th July and that any campaign support should be carried out in an individual not a councillor capacity.

Skyrise Festival in Bridgetown taking place on 20th July from 12-9pm at Longmarsh, see the Visit Totnes website for details <https://visittotnes.co.uk/whats-on/sky-rise-festival/>

**Link Councillor/Councillor Representative on Outside Body Updates**

Cllr Cooper -Vire Twinning Association

* Have attended a number of meetings but there appears to be a reluctance by some in the group to embrace new ideas to engage the wider community and schools.
* Concerned that this mindset will drive newer members away as they will become frustrated, and that the group will stagnate.