



## AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL MONDAY 3<sup>RD</sup> MARCH 2025 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 3<sup>rd</sup> March 2025** 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.

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*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 – document attached (page 3).

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

### 3. CLERK'S REPORT

To note the Clerk's Report for January and February 2025 (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 3<sup>rd</sup> February 2025 – document attached (page 5).

To note the following minutes:

- b. Council Matters Committee 10<sup>th</sup> February 2025 – document attached (page 9).

c. Planning Committee 17<sup>th</sup> February 2025 – document attached (page 12).

## 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, page 15):

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

- a. Full Council 3<sup>rd</sup> February 2025.
- b. Council Matters Committee 10<sup>th</sup> February 2025.
- c. Planning Committee 17<sup>th</sup> February 2025.

## 6. 20s PLENTY

To consider the proposal for additional 20mph speed limits in residential areas of the town. Document to follow.

## 7. TOTNES CASTLE

To consider making any representations to English Heritage about the proposal to close Totnes Castle during winter months. Document attached (page 16).

## 8. REPRESENTATIVES ON OUTSIDE BODIES

To consider a request from Cllr Chinnock to resign as a Council Representative to the Fairtrade group. No document.

## 9. LIST OF MEETING DATES

To note a list of upcoming meeting dates, Councillor communications points and link Councillor/Councillor representatives on outside bodies updates. Documents attached (page 17).

## 10. NEXT MEETING

To note the next meeting date of Monday 7<sup>th</sup> April 2025, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

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*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.*

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## 11. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

## 12. TRANSFER OF FUNDS

To consider giving delegated authority to the Clerk to authorise a transfer from the savings account to current account as required. Verbal update.

## 13. ELMHIRST PROJECT (Standing Item)

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

### Agenda produced by:

Catherine Marlton  
Town Clerk  
26<sup>th</sup> February 2025

### **USE OF SOUND RECORDINGS AT COUNCIL & COMMITTEE MEETINGS**

**The open proceedings of this Meeting will be audio and video recorded. If members of the public make a representation, they will be deemed to have consented to being recorded. By entering the Council Chamber or Zoom meeting, attendees are also consenting to being recorded.**

**Televised, vision and sound recordings or live broadcastings by members of the press or public at Council or Committee debates are permitted and anyone wishing to do so is asked to inform the Chairman of the respective Committee of their intention to record proceedings.**

ITEM 2 – DISTRICT CLLR REPORTS

ITEM 2D – DISTRICT COUNCILLOR PRESSWELL

25/02/2025

**Totnes Food Bank**

Last year the Food Bank was not successful with a number of grants. They did not receive anything from the general grant giveaway last June from the Town Council - and having been turned down by three major grant suppliers including ‘Awards for All’ they have had to dig deep into their reserves to keep food on the shelves for a growing base of need in the community. The manageress is having to spend just under £400 per week to buy extra supplies, which over time is unsustainable.

They have just signed up for ‘Fareshare’ South West which is a distribution agency from food businesses where too much stock has been bought, and this should reduce expenditure but is yet to prove they can supply good substitutes. One pays by the hundred weight with them.

They have just secured £5000 from the Mercer’s Company and £12000 from the Devon Community Hub which should cover the development of the TQ9 Club, (a regular weekly amount of £3.50 which includes frozen ready made meals), but not the overall costs for the year, especially the core costs for rent and the manager’s fees. Without these last two there is no food bank.

They are looking to encourage more people to donate monthly to the service and some volunteers are setting up a campaign around the Totnes 10K event to get that sponsorship. They are also looking at other fundraising events.

Stats below are up to week 16 this current year (starting from November 1<sup>st</sup> 2024).

| 24-25 Food bank/Food Club/Combo stats.           |              |                  |                          |      |                  |                         | Week  | 16         |
|--|--------------|------------------|--------------------------|------|------------------|-------------------------|-------|------------|
| Food Bank Running Totals                         |              | Average per week | Food Club Running Totals |      | Average per week | Combined Running Totals |       | Av. per wk |
| Households                                       | 507          | 32               | Households               | 448  | 28               | Households              | 955   | 60         |
| Adults   | 683          | 43               | Adults                   | 676  | 42               | Adults                  | 1359  | 85         |
| Children   | 543          | 34               | Children                 | 162  | 10               | Children                | 705   | 44         |
| People   | 1226         | 77               | People                   | 838  | 52               | People                  | 2064  | 129        |
| Café   | 1289         |                  |                          |      |                  |                         |       |            |
| Total people helped with food                    | 3353         |                  |                          |      |                  |                         |       |            |
| Warm Space artists                               | 93           |                  |                          |      |                  |                         |       |            |
| <b>Total people helped</b>                       | <b>3446</b>  |                  |                          |      |                  |                         |       |            |
| <i>Estimated annual totals</i>                   | <i>11199</i> |                  |                          |      |                  |                         |       |            |
| 2023-24 Food Bank, Food Club and Combined totals |              |                  |                          |      |                  |                         | Week: | 52         |
| Food Bank Running Totals                         |              | Average per week | Food Club Running Totals |      | Average per week | Combined Running Totals |       | Av. per wk |
| Households                                       | 1392         | 27               | Households               | 1057 | 20               | Households              | 2449  | 47         |
| Adults   | 1865         | 36               | Adults                   | 1571 | 30               | Adults                  | 3436  | 66         |
| Children   | 1345         | 26               | Children                 | 352  | 7                | Children                | 1697  | 33         |
| People   | 3210         | 62               | People                   | 1923 | 37               | People                  | 5133  | 99         |
| Café   | 2895         |                  |                          |      |                  |                         |       |            |
| Total people helped with food                    | 8028         |                  |                          |      |                  |                         |       |            |
| Warm Space Artists                               | 471          |                  |                          |      |                  |                         |       |            |
| <b>Total people helped</b>                       | <b>8499</b>  |                  |                          |      |                  |                         |       |            |

## **Food Hub**

A meeting between District Cllr John MacKay, Allen, Presswell, and County Cllr Hodgson and Town Councillor Nick Roberts was held at Follaton to discuss future steps needed to facilitate the success of the Food Hub planned for the area of the Cider Press Dartington as a venue for a 'pannier style' market area.

The Food Hub, from a commercial and strategic sense, will help deliver the councils objectives in part around Climate Change and food production needing to adapt, shortening food transportation routes, buying and supporting local produce, and the offering of nutritious food and meals at reasonable prices.

The aim is to recruit a variety of business within the local food industry. Encourage local business (from South Hams catchment) an opportunity to expand, as well as provide the opportunity for Dartington to have access to a greater range of goods and services on their doorstep.

We are keen that this is up and running by the end of the Councils re-organisation/devolution when SHDC does not exist. Our next meeting is 11<sup>th</sup> March and we hope to have a clear process of engagement with business, a clear offer regards lease and rental agreement (which mostly exists), and a timeline of Open days and outreach, over the next few months.

## **Kingsbridge Inn**

The KBICCG (Kingsbridge Inn Community Group) met this week, and although an appeal has been put in by the current resident, the group will continue to organise a community meeting to ascertain the interest. There will be a questionnaire handed out and a display at the front of the Mansion Saturday 15<sup>th</sup> March – and invites via Social Media to a Community Meeting at the Mansion Hall on Saturday the 29<sup>th</sup> March.

The cost of a Commercial Valuer of the Property would be around £2000, so they are waiting to see the result of the community meeting, and if there is enough support will follow up with the evaluation, to be paid for by fundraising.

## ITEM 4 – CONFIRMATION OF MINUTES

ITEMS 4A AND 5A– FULL COUNCIL 3<sup>RD</sup> FEBRUARY 2025



### **DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL** **MONDAY 3<sup>RD</sup> FEBRUARY 2025 IN THE GUILDHALL**

Present: Councillors E Price (Chair), L Auletta, C Beavis, T Bennett, J Chinnock, T Cooper, J Cummings, J Hodgson, D Peters, A Presswell and M Trant.

Apologies: Cllrs S Collinson, J Hannam, N Roberts, T Robshaw and L Smallridge.

In Attendance: Members of the public, District Cllr 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 accepted. There were no amendments to declarations of interest.

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

**Report from Devon and Cornwall Police, Sgt Hickman.**

Not present.

**Reports from County and District Councillors.**

- e. County Cllr Hodgson**
- f. District Cllr Allen**
- g. District Cllr Birch**
- h. District Cllr Presswell**

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

- a. County Cllr (C Cllr) Hodgson had not submitted a report and updated on: the '20's Plenty' vehicle speed scheme; and the proposed Littlehempston cycle path. Cllrs asked about a map showing the 20mph areas proposed and the bridge over the river.

- b. District Cllr Allen was not present and had not submitted a report.
- c. District Cllr Birch was present and answered questions on his written report, including: the Joint Local Plan after 2035; the South Hams District Council response objecting to the devolution proposal;
- d. District Cllr Presswell was present and answered questions on her written report, including: the community bid for the Kingsbridge Inn; seasonal car parking charges; the Pavilion.

*The Council reconvened.*

### **3. 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 6<sup>th</sup> January 2025.**

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

**To note the following minutes:**

**b. Council Matters Committee 13<sup>th</sup> January 2025.**

Noted.

**c. Planning Committee 20<sup>th</sup> January 2025.**

Noted.

**d. Town Matters Committee 27<sup>th</sup> January 2025.**

Noted.

### **4. 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 6<sup>th</sup> January 2025.**

No matters arising.

**b. Council Matters Committee 13<sup>th</sup> January 2025**

Item 3 – Reserves Policy. It was **RESOLVED** unanimously to accept the amendment to reflect a minimum of 3-6 month in General Reserves.

Item 4b – Proposed Earmarked Reserves and budget expenditure. It was **RESOLVED** unanimously to create Earmarked Reserves as listed.

Item 4c - Community/Economy/Environment and Public Realm and Strategic Priorities budgets. It was **RESOLVED** unanimously to approve budget allocations in 2024/25 for: a one off 'tidy up by an external contractor (£10K); and transport feasibility Phase 1 (£10K).

Item 5 – Draft 2025/26 Budget. See item 5 on the agenda.

### **c. Planning Committee, 20th January 2025**

Item 5a – Potential locations for vehicle activated signs. It was **RESOLVED** unanimously that the following locations are supported for Phase 1 Vehicle Activated Sign locations in Totnes and that further advice from Devon County Council Highways is requested: Plymouth Road; Western Bypass (below Cistern Street); Bridgetown Hill, St Katherine’s Way.

### **d. Town Matters Committee, 27th January 2025**

Item 3a – Environment and Public Realm Working Group, Cistern Street/Bypass. It was **RESOLVED** that the Council writes to:

- Devon County Council to ask: if there are suggestions of how best to prevent illegal parking/encampments along the stretch of land by installing boulders, railings, etc; and what site provision is made for travellers in the county, specifically around Totnes; and
- South Hams District Council to enquire that what site provision they have made or are considering for travellers in the district.

Item 4 – Great British Spring Clean and Great Big School Clean 2025. It was **RESOLVED** that the Council takes a role of awareness and promotion by providing publicity of the initiatives through:

- Posts on social media making the public aware of the scheme and inviting details of events which can be reshared to attract volunteers;
- Contacting local schools, Scouts, Transition Town Totnes/Transition Streets, Bridgetown Alive!, TQ9 Partnership to make them aware of the week and the importance of keeping our community tidy as part of an ongoing efforts;
- Coinciding the introduction of larger litter bins being installed and one-off tidy ups funded by the Town Council for these weeks; and
- Individual Councillors get involved in any larger schemes if they can.

## **5. BUDGET FOR 2025/26**

**To consider the Council Matters Committee recommendations for the budget for financial year 2025/26.**

It was unanimously **RESOLVED** to accept the proposed budget as recommended by Council Matters, including the anticipated spend from reserves.

## **6. WORKING GROUP MEMBERSHIP**

**To consider a request from Cllr Collinson to join the Community Working Group.**

It was **RESOLVED** that Cllr Collinson joins the Community Working Group membership.

## **7. SOUTH HAMS DISTRICT COUNCIL CAR PARKING DECISION – COUNCIL RESPONSE**

**To consider:**

**a. The Council’s existing reactive (rather than pro-active) position on communications around this issue; and**

It was **RESOLVED** to respond reactively to the car parking issues/questions in terms of communications.

**b. Giving delegated authority to agree the final wording of a press release to: the Mayor, Cllrs Roberts (Economy Working Group Chair) and Chinnock, Town Clerk and Comms and Marketing Manager.**

It was **RESOLVED** to give delegated authority to Cllrs Chinnock and Price, the Town Clerk and the Marketing and Communications Manager to finalise the Town Council’s press release.

## **8. ANNUAL TOWN MEETING AND MAYOR MAKING**

**To consider:**

**a. the proposed dates for the annual town meeting and mayor making; and**

It was **AGREED** to look at alternative dates and Guildhall use for the Annual Town Meeting and the Mayor Making on 21<sup>st</sup> May.

**b. the format of the annual town meeting.**

It was **AGREED** to accept the format of the meeting as proposed, including updates from the working group chairs.

**9. 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.

**10. NEXT MEETING**

**To note the next meeting date of Monday 3<sup>rd</sup> March 2025, 6.30pm public session, 7.00pm formal meeting in the Guildhall.**

Noted.

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*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.*

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**11. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)**

**To consider any recommendations or matters arising that are considered confidential in nature: Council Matters Committee item 12 (legal).**

None.

**12. ELMHIRST PROJECT (Standing Item)**

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

None.

The meeting closed at 8.45pm.

Cllr Emily Price  
Chair





## **DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 10<sup>TH</sup> FEBRUARY 2025 AT 6.30PM IN THE GUILDHALL**

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

**Apologies:** Cllr Robshaw.

**In Attendance:** C Marlton (Town Clerk).

### **1. APOLOGIES FOR ABSENCE**

The Chair read a statement about how the meeting would be conducted and recorded. The apologies were accepted.

### **PUBLIC QUESTION TIME**

There were no members of the public present.

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

**To approve the minutes of 13<sup>th</sup> January 2025 and update on any matters arising.**

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

### **3. BUDGET MONITOR**

**To consider the Budget Monitor including:**

**a. The reserves projection.**

Noted.

**b. Proposed earmarked reserves and budget expenditure.**

Noted. The proposed earmarked reserves had been agreed at the February Full Council.

**c. The Community/Economy /Environment and PR and Strategic Priorities budgets.**

The proposed working group budgets were **AGREED**.

### **4. STRATEGY DELIVERY WORKING GROUPS**

**To consider:**

**a. the format and frequency of the Working Group and Strategy Delivery Group meetings;**

It was **AGREED** to discuss the format of the working group and Strategy Delivery Group meetings at the next Councillor away day in March.

**And any budgetary recommendations from the following:**

**b. Community Working Group, 6th January 2025.**

No recommendations.

**c. Economy Working Group, 15th January 2025.**

It was **AGREED** to approve the following expenditure:

- Item 2 - £3,000 for the MidSummer festival – with the flexibility to reallocate to support other events at the discretion of the Economy Working Group.
- Item 3 - £500 for the Totnes and Dartmouth marketing project.

**d. Environment and Public Realm Working Group, 29th January 2025.**

Item 2a – It was **AGREED** that:

- the seven new extra-large heritage style litter bins will replace existing bins in the following locations: front of Civic Square; by Birdwood House/end of Civic Hall ramp; pavement outside St Mary's Church on the High Street; Heath Gardens; The Plains near Fone Shop/Curator; Vire Island, bottom of the ramp; and one held in reserve for placement.
- Utilising existing and removed bins to improve the street scene: black bins removed as part of the installation of the larger capacity bins are used to replace the green bins on High Street; one green metal bins near the Dartmouth Inn to near the posts on The Plains where there has previously been a bin; and relocate the metal bin from the Civic Square to the bus shelter on Coronation Road to increase capacity from the post-mounted bin currently in place.

Item 3 – It was **AGREED** that the Council supports in principle the hosting of the Bridgetown Alive! map in its bus shelters but that further information is required in terms of the cost of the signage, materials for the signage, proposed size of the maps, inclusion of the Town Council logo if it is funding the signs and their installation.

## **5. COUNCIL RISK ASSESSMENTS**

**To consider a summary of the Council's Risk Assessments.**

The risk assessment summary was **AGREED** unanimously.

## **6. ASSET TRANSFER POLICY**

**To consider a draft Asset Transfer Policy for the Council.**

To **RECOMMEND** to Full Council that the draft Asset Transfer Policy is adopted following an amendment to include reference to an Equality Impact Assessment being provided and adding 'and anyone who has control of the assets' to the first line under the Ownership and Tenure.

## **7. COUNCIL GRANTS POLICY**

**To review the Council Grants Policy and proposed timeline and budget for 2025/26.**

To **RECOMMEND** to Full Council that the revised Council Grants Policy is adopted. It was **AGREED** to amend the timeline so that the grant application process closes on Monday 5<sup>th</sup> May.

## **8. CLOSED-CIRCUIT TELEVISION POLICY**

**To review the Closed-Circuit Television Policy.**

To **RECOMMEND** to Full Council that the revised Closed-Circuit Television Policy is adopted.

## **9. PENSIONS DISCRETION POLICY**

**To review the Pensions Discretion Policy.**

The Pensions Discretion Policy was **AGREED** unanimously.

## **10. BULLYING AND HARASSMENT POLICY**

**To review the Bullying and Harassment Policy.**

The Bullying and Harassment Policy was **AGREED** unanimously.

#### **11. FIXED ASSET REGISTER**

**To note the Council's Fixed Asset Register.**

Noted.

#### **12. DATE OF NEXT MEETING**

**To note the date of the next meeting of the Council Matters Committee – Monday 10<sup>th</sup> March 2025 at 6.30pm in the Guildhall.**

Noted.

*The Committee will be asked to **RESOLVE** to exclude the press and public “by reason of the confidential nature of the business” to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960. (CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)*

#### **13. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)**

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

These were reviewed and **AGREED**.

#### **14. GUILDHALL COTTAGE GARAGE**

**To note an enquiry about the ownership of the Guildhall Cottage Garage (legal).**

Noted.

#### **15. STAFFING UPDATE**

**For any general or urgent updates that required confidential sharing with Councillors (staffing).**

Noted.

The meeting closed at 7.45pm

Catherine Marlton  
Town Clerk  
February 2025



## **DRAFT MINUTES FOR THE PLANNING COMMITTEE**

### **MONDAY 17<sup>TH</sup> FEBRUARY 2025 IN THE GUILDHALL**

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

Apologies: Cllr Collinson.

In Attendance: Cllr Beavis 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.

#### **PUBLIC QUESTION TIME**

There were no members of the public present.

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

**To approve the minutes of 20<sup>th</sup> January 2025 and update on any matters arising.**

The minutes were approved as an accurate record of proceedings.

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

**3a. 0319/25/TPO - T424: Oak (Quercus Robur) - Reduce height to 21m (3m reduction in height) and side branches to 11m (2m reduction) by drop crotching. King Edward V! College Lower School, Ashburton Road, Totnes, TQ9 5LD.**

Support.

#### **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 South Hams District Council (SHDC).*

4a. 0272/25/LBC – Listed Building Consent for internal reconfiguration, alterations and repairs necessary for newly approved planning class (C3 Dwellinghouse). Totnes House, Station Road, Totnes, TQ9 5HW.

Comment – the Committee would like the Heritage Officer to consider the following points:

- There is no mention in the Heritage Statement or Schedule of Works of the historic venting system that is present in the proposed master bedroom or information to justify its removal; and

- Concern that the demolition of the late 1980s flat roof addition to the building is not included in this phase of work being applied for.

4b. 4088/24/HHO and 4089/24/LBC – Householder application and listed building consent for internal reorganisation, conversion of store and renovation of loft for storage. Bowden House, Trist Cottage, Totnes, TQ9 7PW.

Support.

4c. 0044/25/HHO – Householder application for alterations and extension to first floor accommodation. Camellia Cottage, North Street, Totnes, TQ9 5NZ.

Support.

4d. 0071/25/HHO - Householder application for alteration and extension, rear and side extension. 10 Hillbrook Road, Totnes, TQ9 5AT.

Support, subject to the inclusion of a condition that requires the production of a considerate construction management plan to be produced which takes account of neighbouring properties and the affect that works vehicles and deliveries of materials will have on a cul-de-sac.

4e. 0170/25/HHO - Householder application for side extension & roof alterations, minor alterations to windows & doors & single storey outbuilding. The Mount, Totnes Down Hill, Totnes.

Object. In principle the Committee supports the application but objects to the proposed replacement of timber-framed windows with UPVC and how this will look alongside other properties at The Mount.

4f. 0207/25/HHO - Householder application for roof extension, replacement side extension and creation of bay window to first floor. 76 Higher Westonfields, Totnes, TQ9 5QZ.

Support.

4g. 0094/25/LBC – Listed building consent for replacement of windows and French doors. Apple Wharf, The Plains, Totnes.

**Comment – the Committee is disappointed: that the requirement for a mullion results in a wider sight line than exists and present; and to see the replacement, rather than repair, of the windows and the ecological impact of this proposed course of action.**

## 5. PAVEMENT LICENCE

To consider the following temporary pavement licence applications:

a. **The Angel Bar and Kitchen, 50 High Street, Totnes (renewal of existing licence).**

Support. However, the Committee wish to see the 3 x tables and 6 x chairs located only in the positions shown on the map that accompanies the application, and not used interchangeably next to the premises (as is occurring) as this restricts the footway/pavement and hampers accessibility.

## 6. PARISH PATHS PARTNERSHIP

To note the report submitted the annual Parish Paths Partnership return for footpaths and bridleways in Totnes.

Noted. To **RECOMMEND** to Full Council that it writes to the Devon County Council Footpaths Officer to raise concerns about and request that action is taken on the following:

- Footpath 3 – concern about the landowner’s behaviour and continued neglect in not reinstating this path after crop planting, as this footpath provides an important pedestrian route away from a busy road; and

- Footpath 17 – the condition of the footbridge which has not been repaired and to request that Devon County Council ensures that funding is found for its repair.

## **7. TRAFFIC AND TRANSPORT FORUM**

**To note the minutes from the Traffic and Transport meetings on 29th January 2025 (documents attached):**

- a. AGM;**  
Noted.
- b. Forum;**  
Noted.
- c. Steering Group.**  
Noted.

## **8. DATE OF NEXT MEETING**

**To note the date of the next meeting of the Planning Committee – Monday 17<sup>th</sup> March 2025 at 6.30pm in the Guildhall.**

Noted.

The meeting closed at 7.35pm.

Sara Halliday  
Governance and Projects Manager  
February 2025

## ITEM 5 – CONSIDERATION OF RECOMMENDATIONS

### **5a. Full Council, 3<sup>rd</sup> February 2025**

No recommendations.

### **5b. Council Matters Committee, 10<sup>th</sup> February 2025**

Item 6 - Asset Transfer Policy for the Council. To **RECOMMEND** to Full Council that the draft Asset Transfer Policy is adopted following an amendment to include reference to an Equality Impact Assessment being provided and adding 'and anyone who has control of the assets' to the first line under the Ownership and Tenure.

Item 7 - Council Grants Policy. To **RECOMMEND** to Full Council that the revised Council Grants Policy is adopted. It was **AGREED** to amend the timeline so that the grant application process closes on Monday 5<sup>th</sup> May.

Item 8 - Closed-Circuit Television Policy. To **RECOMMEND** to Full Council that the revised Closed-Circuit Television Policy is adopted.

### **5c. Planning Committee, 17<sup>th</sup> February 2025**

Item 6 – Parish Paths Partnership. To **RECOMMEND** to Full Council that it writes to the Devon County Council Footpaths Officer to raise concerns about and request that action is taken on the following:

- Footpath 3 – concern about the landowner's behaviour and continued neglect in not reinstating this path after crop planting, as this footpath provides an important pedestrian route away from a busy road; and
- Footpath 17 – the condition of the footbridge which has not been repaired and to request that Devon County Council ensures that funding is found for its repair.

## ITEM 7 – TOTNES CASTLE

Proposed draft letter to send to English Heritage:

Chief Executive Officer  
English Heritage  
The Engine House  
Fire Fly Avenue  
Swindon SN2 2EH

Dear [CEO's Name],

**Re: Proposed Winter Weekend Closure of Totnes Castle**

On behalf of Totnes Town Council, I am writing to express our deep concern regarding the recent announcement to close Totnes Castle during winter weekends, starting from autumn this year. We urge English Heritage to reconsider this decision in light of the significant cultural, economic, and social value the castle brings to our town and its community.

Totnes Castle, a scheduled monument and Grade 1 listed building, is one of the finest and best-preserved examples of a motte and bailey castle in England. Since coming under the stewardship of English Heritage in 1984, the castle has been an enduring symbol of Totnes's rich heritage—open daily in summer and at weekends during the winter months. It is not just a historical landmark but a living space that connects the community to its past while serving vital modern functions. The castle is integral to life in Totnes. Many local English Heritage members frequent the grounds to walk, meditate, exercise, or simply enjoy the peaceful space. Even during winter, it remains a place of quiet reflection and recreation for residents. Moreover, Totnes is a year-round tourist destination, as evidenced by the Caravan Club site at Steamer Quay remaining open throughout the year. The castle remains a must-visit attraction for both locals and tourists—especially those who bring friends and family to marvel at its breathtaking views over the town.

We believe the proposed closure would have several negative consequences:

- **Economic Impact:** Closing the castle during weekends could deter visitors and reduce foot traffic, negatively affecting local businesses that rely on year-round tourism.
- **Heritage Undermined:** The castle's proximity to the High Street makes it a central feature of Totnes's identity and branding. Restricting access diminishes its role in our town's cultural life.
- **Questionable Economic Benefit:** The minimal savings from closing the site appear disproportionate, as ongoing security checks and maintenance inspections will still be necessary. It is our understanding that the site breaks even, or even generates a modest profit, during the winter season.
- **Misleading Visitor Data:** English Heritage's justification, citing low visitor numbers such as 11 in one weekend last November, does not reflect the broader picture. That particular weekend coincided with severe storms. Conversely, there have been reports of over 100 visitors during weekends in February.
- **Devaluation of Membership:** Many local members value weekend access during the winter months. Restricting this access effectively reduces the value of their membership, particularly for residents who rely on the castle as a nearby green space.
- **Maintenance and Security Risks:** Regular public access ensures staff presence, which plays a vital role in monitoring the site's condition and deterring potential vandalism.
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While we recognize the financial pressures facing English Heritage and the complexities of managing historic sites, we firmly believe that closing Totnes Castle during winter weekends is neither economically prudent nor in the best interests of the town or its residents.

We urge English Heritage to reconsider this decision. However, if you choose not to overturn your decision then we would urge you to engage in meaningful dialogue with Totnes Town Council and other local heritage organisations to explore alternatives that ensure the castle remains open and accessible throughout the year.

We look forward to your response and the opportunity to discuss this matter further.

#### ITEM 9 – LIST OF MEETING DATES

| Month             | Full Council,<br>7pm    | Council Matters<br>Committee,<br>6.30pm | Planning<br>Committee,<br>6.30pm | Town Matters<br>Committee,<br>6.30pm |
|-------------------|-------------------------|---|----------------------------------|--------------------------------------|
| <b>March 2025</b> | Monday 3 <sup>rd</sup>  | Monday 10 <sup>th</sup>                 | Monday 17 <sup>th</sup>          | Monday 24 <sup>th</sup>              |
| <b>April 2025</b> | Monday 7 <sup>th</sup>  | Monday 14 <sup>th</sup>                 | Monday 28 <sup>th</sup>          | None                                 |
| <b>May 2025</b>   | Monday 12 <sup>th</sup> | Monday 19 <sup>th</sup>                 | Wednesday 21 <sup>st</sup>       | None                                 |
| <b>June 2025</b>  | Monday 2 <sup>nd</sup>  | Monday 9 <sup>th</sup>                  | Monday 16 <sup>th</sup>          | Monday 23 <sup>rd</sup>              |

#### **March**

Full Council – 3<sup>rd</sup> March at 6.30pm

Council Matters Committee – 10<sup>th</sup> March at 6.30pm

Councillor Away Day – Saturday 15<sup>th</sup> March, Dartington Hall

Planning Committee – 17<sup>th</sup> March at 6.30pm

Economy Working Group – 19<sup>th</sup> March at 6pm

Town Matters Committee – 24<sup>th</sup> March at 6.30pm

Environment and Public Realm Working Group – 26<sup>th</sup> March at 4.30pm

#### **April**

Community Working Group – 1<sup>st</sup> April at 6pm

Full Council – 7<sup>th</sup> April at 6.30pm

Council Matters Committee – 14<sup>th</sup> April at 6.30pm

Economy Working Group – 15<sup>th</sup> April at 6.30pm

Planning Committee – 28<sup>th</sup> April at 6.30pm

Traffic and Transport Forum and Steering Group – 30<sup>th</sup> April at 6.30pm

#### **May**

VE Day Beacon Lighting – 8<sup>th</sup> May at 9.30pm

Full Council – 12<sup>th</sup> May at 6.30pm

Annual Town Meeting – 15<sup>th</sup> May at 6pm in the Guildhall (to include the presentation of the Council Awards)

Council Matters Committee – 19<sup>th</sup> May at 6.30pm

Mayor Making – 21<sup>st</sup> May

Planning Committee – 21<sup>st</sup> May at 6.30pm

Environment and Public Realm Working Group – 28<sup>th</sup> May at 4.30pm

## June

Full Council – 2<sup>nd</sup> June at 6.30pm

Council Matters Committee – 9<sup>th</sup> June at 6.30pm

Planning Committee – 16<sup>th</sup> June at 6.30pm

Town Matters Committee – 23<sup>rd</sup> June at 6.30pm

Traffic and Transport Forum and Steering Group – 30<sup>th</sup> April 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.

## Link Councillor/Councillor Representative on Outside Body Updates

Members of the Planning Committee – Site visit the Temperate Rainforest project at Bowden Pillars, 14<sup>th</sup> February 2025. Councillors met with the Devon Wildlife Trust (DWT) to learn about the project including its challenges, the access opportunities it will afford local residents in due course, and that research is being conducted as part of the project in relation to planting. There is a need to achieve the appropriate balance between offering public access and protecting the planting and habitats that DWT are trying to establish, hence the requirements for deer fencing (in lieu of further tree tubes) and not providing too many through-paths initially. Cllrs raised:

- the importance of Fishchowers Lane to local residents and the off-road walking route that it provides, as well as a suggestion for an extension to this route;
- the idea of a project notice board in the Kingsbridge Hill car park which overlooks the area; and
- Information on the Transition Town Totnes Midsummer Festival.

Cllr Auletta took away and has responded to DWT on the following points:

- Access in a corner to Totnes Down Hill.
- Ownership of a field.