



AGENDA FOR THE PLANNING COMMITTEE

MONDAY 17TH FEBRUARY 2025 IN THE GUILDHALL

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

You are hereby **SUMMONED** to attend the **Planning Committee** on **Monday 17th February 2025** at **6.30pm** for a maximum of 90 minutes in the Guildhall for the purpose of transacting the following business:

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

1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair will read out the following statement:

Welcome to everyone attending and observing the meeting.

A reminder that open proceedings of this meeting will be video recorded. If members of the public make presentations, they will be deemed to have consented to being recorded. By entering the Council Chamber attendees are also consenting to being recorded.

This meeting is limited to 90 minutes and therefore members are asked to raise their points succinctly and not repeat the same view expressed by colleagues if it does not add to the debate.

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

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

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

The Committee will convene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 20th January 2025 and update on any matters arising. Document attached.

3. TREE WORKS APPLICATIONS

To make recommendations on the following 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 VI College Lower School, Ashburton Road, Totnes, TQ9 5LD. See

<https://southhams.planning-register.co.uk/Planning/Display/0319/25/TPO>

4. PLANNING APPLICATIONS

To make recommendations on the following planning applications:

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. See

<https://southhams.planning-register.co.uk/Planning/Display/0272/25/LBC>

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. See

<https://southhams.planning-register.co.uk/Planning/Display/4088/24/HHO> &
<https://southhams.planning-register.co.uk/Planning/Display/4089/24/LBC>

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

<https://southhams.planning-register.co.uk/Planning/Display/0044/25/HHO>

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

<https://southhams.planning-register.co.uk/Planning/Display/0071/25/HHO>

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. See <https://southhams.planning-register.co.uk/Planning/Display/0170/25/HHO>

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. See

<https://southhams.planning-register.co.uk/Planning/Display/0207/25/HHO>

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

<https://southhams.planning-register.co.uk/Planning/Display/0094/25/LBC>

5. PAVEMENT LICENCE

To consider the following temporary pavement licence applications (documents attached):

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

6. PARISH PATHS PARTNERSHIP

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

7. TRAFFIC AND TRANSPORT FORUM

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

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

8. DATE OF NEXT MEETING

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

S Halliday
Governance and Projects Manager

12th February 2025

USE OF SOUND RECORDINGS AT COUNCIL & COMMITTEE MEETINGS

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

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



DRAFT MINUTES FOR THE PLANNING COMMITTEE

MONDAY 20TH JANUARY 2025 IN THE GUILDHALL

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

Apologies: Cllr Trant.

In Attendance: Cllr Beavis, District Cllr Allen 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 16th December 2024 and update on any matters arising.

The minutes were approved as an accurate record of proceedings.

3. PLANNING APPLICATIONS

To make recommendations on the following planning applications:

Note: 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).

3a. 4081/24/LBC – Listed Building Consent for retrospective ground floor works. 1A Plymouth Road, Totnes.

Comment – the Committee supports the ongoing work of the SHDC Heritage Officer in this case and their detailed monitoring of the remedial works required.

The construction plan for this site was very clear about keeping the footway clear. However, the footway has frequently been blocked by vehicles involved in the works to date.

3b. 4029/24/FUL - Partial roof replacement to north side, new windows, external cladding & thermal upgrades to southern elevation & internal refurbishment. 4 Collins Road, Totnes, TQ9 5PJ.

Comment – the Committee would be minded to support this application if the following points are taken into consideration:

- Façade – appears very flat (see window comment below). The drawings show the timber cladding very close to the rendered surfaces – increasing the depth between the two would enhance the street scene. The Committee requests that the render is painted in heritage white to improve the visual amenity.
- Windows – the proposed use of aluminium framed corporate glazing results in a very flat façade which differs from other properties in the immediate area. Use of timber window frames would add depth and be more in keeping with the vernacular.
- Request the removal of future permitted development rights to ensure that the building remains an important employment space in the town.

3c. 3955/24/LBC – Listed Building Consent for internal works and repairs – shop fit out. 32 High Street, Totnes, TQ9 5RY.

Support. However, the Committee wish to ensure that the Heritage Officer is content with the methodology, materials and skills required to repair the historic ceiling.

And to note:

3d. 4003/24/PHH – Application to determine if prior approval is required for proposed rear and side extensions. 6 Priory Drive Totnes TQ9 5HU.

Noted.

4. LICENSING APPLICATION

To consider the following application for a renewal of a pavement licence:

4a. Bruto Lounge, 6 The Plains, Totnes, TQ9 5DR.

Support.

5. TRAFFIC AND TRANSPORT FORUM

To:

- a. Consider the potential locations for vehicle activated signs in Totnes and make any recommendation to Full Council;**

To **RECOMMEND** to Full Council 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.

- b. Note the minutes from the Traffic and Transport Steering Group held on 11th December 2024.**

Noted.

6. DATE OF NEXT MEETING

To note the date of the next meeting of the Planning Committee – Monday 17th February 2025 at 6.30pm in the Guildhall.

Noted.

The meeting closed at 7.17pm.

Sara Halliday
Governance and Projects Manager
January 2025

ITEM 5 – PAVEMENT LICENCE

South Hams District Council have received an application for renewal of a pavement licence from **The Angel Totnes, 50 High Street, Totnes, TQ9 5SQ**. The application is for:

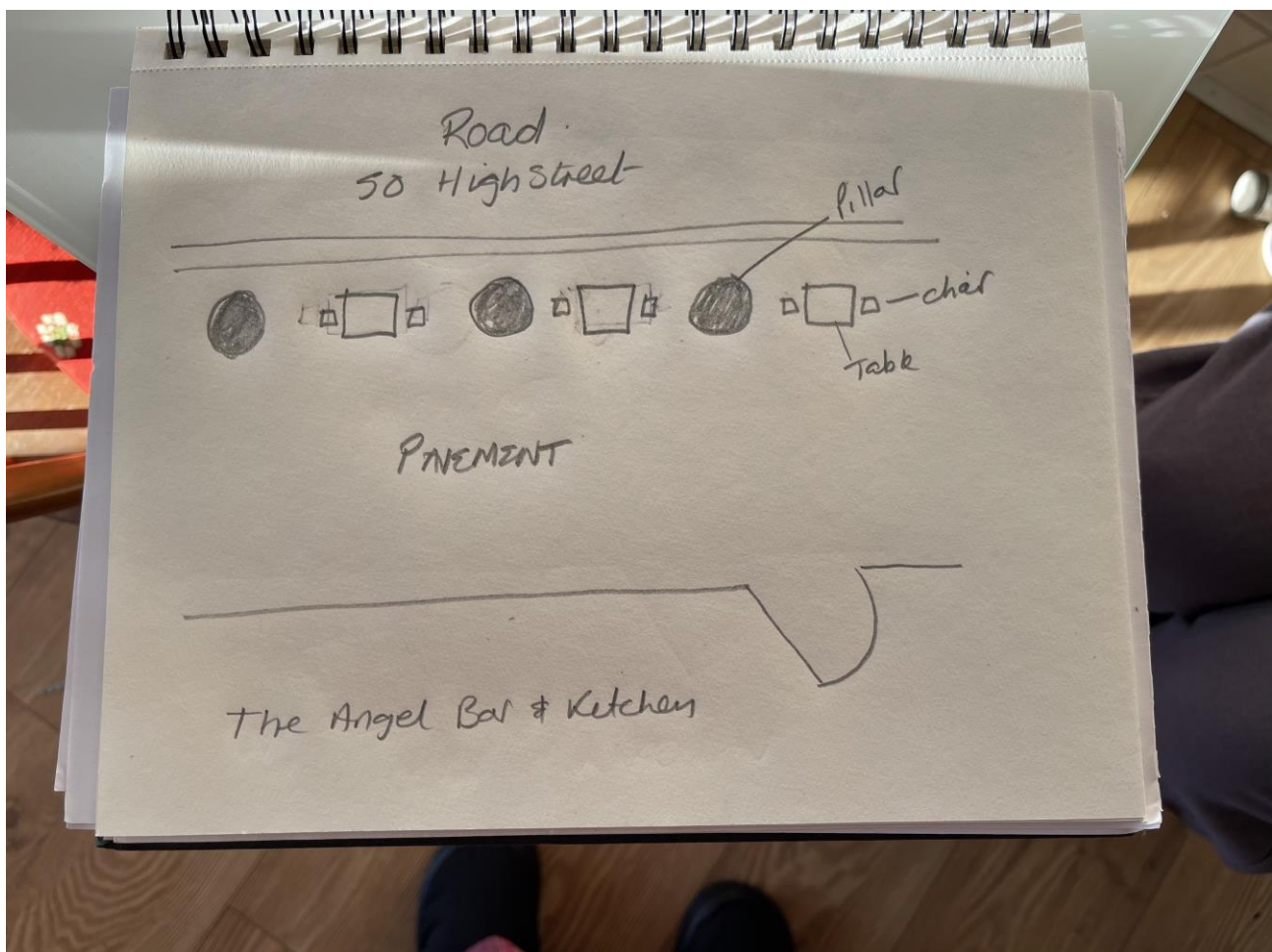
3 x Tables

6 x Chairs

On the pavement at the front of the premises

Monday – Sunday 10:00 – 23:00

The width of the pavement from the shop to the chairs provides for 2390 mm unobstructive footway.



ITEM 6 – PARISH PATHS PARTNERSHIP

Parish Paths Partnership report for Totnes, completed by the Totnes Ramblers Footpaths Officer.

Status	Number	Length (m)	Date of Inspection	Does Parish cut path Y/N	Pass / Fail	Reason for Failing (use Condition Codes)	Risk of injury associated with fail Y/N	Detailed location and Works Needed	Work to be undertaken by parish Y/N
Footpath	1	710	06/01/2025	N	p			None	N
Footpath	2	1230	06/01/2025	N	P	GA4	N	2 broken / tied back gates at top and bottom of hill by Baltic Wharf (see photos)- gates are not required and could be removed	N
Footpath	3	440	06/01/2025	N	F	XF3	N	As usual this path has not been re-instated following crop planting across 2 fields, and the route is not evident on the ground (see photos)	N
Footpath	4	280	06/01/2025	N	P			None. Minor cut back of vegetation	N
Footpath	5	1400	06/01/2025	N	P			None	N
Bridleway	6	730	06/01/2025	N	F	B5	Y	Tree across path, can duck under on foot, but a problem for horses / cyclists (see photo)	N
Bridleway	7	840	06/01/2025	N	F	S4	Y	Path surface is in poor condition. Could pose a risk of injury	N
Footpath	9	30	06/01/2025	N	P			None	N

Footpath	10	50	06/01/2025	N	P			None	N
Footpath	11	40	06/01/2025	N	P			None	N
Footpath	12	210	06/01/2025	N	P			None	N
Footpath	13	30	06/01/2025	N	P			None	N
Footpath	14	60	06/01/2025	N	P			None	N
Footpath	15	80	06/01/2025	N	P			None	N
Footpath	16	30	06/01/2025	N	P			None	N
Footpath	17	1280	06/01/2025	N	F	BR2. Emergency closure notice issued 11/7/24	N	Damaged bridge is fenced off pending repair (see photo)	N
Byway	20	810	06/01/2025	N	P			None, but very muddy	N
Footpath	20	230	06/01/2025	N	P			None	N
Bridleway	21	500	06/01/2025	N	P			None	N
Byway	22	390	06/01/2025	N	P			None	N
NCR	28	?	06/01/2025		P			None	N

ITEM 7 – TRAFFIC AND TRANSPORT FORUM

Item 7a – Traffic and Transport Annual General Meeting

29 January 2025

Traffic & Transport Forum AGM

AGM Notes

1. a) Introductions

Those Present: Graham Bennett (GB) (chair), Cllr Luisa Auletta (LA), Cllr Anna Presswell (AP), Cllr Jacqi Hodgson (JH), Cllr Chris Beavis (CB), Cllr Tim Bennett (TB), Cllr Sarah Collinson (SC), Cllr Ashton Chadwick (AC), Cllr Wendy Bloomer (WB), NR, HC, GE, VC, RM and BC.

Apologies: RO, AF, Cllr John Cummings, GED, Cllr Nick Roberts

Note keeping: Lisa Baumbach

b) What is the Forum and Steering Group?

GB summarised the role and workings of the Forum and the Steering Group.

c) Terms of reference

Terms of Reference are available [here](#).

2. Minutes of previous AGM

- Agreed

3. Report from the Chair

The Chair listed all the activity across a wide range of themes that has been covered over the last 12 months. The report also identified emerging and continuing issues to be addressed in the coming year.

The report can be found below.

It was mentioned that Appendix B should be renamed because the word Appendix, implies that it isn't necessary to read the document.

ACTION - Appendix B of the TTPP needs to be renamed.

Report accepted by the committee and JH congratulated GB on all his hard work over the year.

4. Meetings

In order to avoid duplication, share work, and focus on what the forum and steering group can do, GB proposed a change to the way the meetings are spread throughout the year to include quarterly Steering Group meetings and six-monthly Forum meetings. The report can be found [here](#) and its associated Year Planner [here](#).

Forum meetings give an opportunity to engage with the County Councillor and raise any community matters for consideration by the Highways Authority.

Steering groups allow members to balance between important and urgent; monitor the context within which we are working; Undertake roles that support the Planning Committee and focus on agreed projects.

The following projects were proposed for the year:

- 20's Plenty
- Vehicle Activated Signs
- Bridge Feasibility
- School Green Travel Plans
- Strategic Road Network Investment
- Active Travel Routes

with the Steering Group establishing Project Teams to lead on each.

VC suggested that six Steering Group meetings per year rather than four would enable increased momentum on projects. However, GB explained the background thinking for the proposal and, following discussion, the proposals for meetings and projects for 2025 were agreed for reporting back to the 2026 AGM, with the Steering Group to revise the Forum's Terms of Reference to be consistent with the Report and Year Planner.

5. Election of Steering Group Members

Councillors (max 4: 2TTC, 1SHDC, 1DCC)			
Group Name	Nominee	Proposed by	Approved
TTC	Cllr Auletta	Self	yes
TTC	Cllr Cummings	GB	yes
SHDC	Cllr Presswell	Self	yes
DCC	Cllr Hodgson	Self	yes
Local Residents (max 5: from different parts of town, 1 per area)			
Kingsbridge Hill Area Residents Association representative	Vacant		
High Street Resident	PW	GB	yes
Plymouth Rd/Follaton Resident	GE	Self	yes
Baltic Wharf Resident	AF	GB	yes
Vacant	Vacant		
Key Sectors (max 5: education, disability, cycling, walking, health etc)			
Inclusive Totnes	Sarah Collinson	Self	yes
Education	Tim Bennett	Self	yes
Cycling	HC	Self	yes
Vacant			
Vacant			
Community Groups (max 5: Bob the Bus, Bike Hub, Transition Town, etc)			
Totnes Ramblers	Graham Bennett	Self	yes
Bob the Bus	SG	GB	yes
Bridgetown Alive	RM	Self	yes
Transition Town	GED Nick Roberts	GB	yes
Vacant			

Surrounding Villages (max 5)			
Dartington	Cllr Ashton Chadwick	Self	yes
Staverton	Cllr Wendy Bloomer	Self	yes
Sustainable Staverton	JF	GB	yes
Littlehempston	NR	Self	yes
Vacant	Enquiries to be made		
Businesses (max 5: 1Chamber, 2Independent, 1Ind' Est', 1 Market)			
Chamber of Commerce	Vacant		
Independent Traders:	Vacant		
High St, Fore St, Narrows	Vacant		
Industrial Estate	Vacant		
Market Traders	Vacant		

6. Election of Chair and Vice Chairs

	Nominee	Proposed	Seconded	Agreed
Chair	Graham Bennett	Sarah Collinson	Luisa Auletta	yes
Vice Chair	Cllr Luisa Auletta	Chris Beavis	Sarah Collinson	yes
Vice Chair	Cllr Anna Presswell	Graham Bennett	Sarah Collinson	yes

Action:

- LB to share the minutes of this group with local parishes.

*****End of AGM*****

29 January 2025 - Chair's Report to Traffic & Transport AGM

Over the past 12 months

Policy Matters

- Open Spaces, Sports, Recreation and Wellbeing Review.
- Subsequent update and adoption of Appendix B of the Traffic, Transport and Pedestrian Policy – TTPP.
- Need to re-name 'Appendix B' in the TTPP.
- 'Good' ideas vs unaffordable 'perfect' – taken into TTC's Environment Working Group.

Support for specific initiatives

- The Dart Valley Cycle Trail - Totnes to Buckfastleigh cycle link
- Plymouth Road danger spots
- Littlehempston Access-for-All route
- Kingsbridge Hill parking and anti-social behaviour
- Stiles to Gates, on the Dart Valley / Musgrave Trails from Totnes to Ashprington

Planning Applications including S106 opportunities

- Baltic Wharf phase 2/3 – still to conclude
- SW Water application for solar farm – still to conclude

Emerging and Continuing Issues

- '20's Plenty' campaign
- Introducing Vehicle Activated Signs
- Bridge feasibility
- Supporting schools' production of Green Travel Plans
- Challenging the lack of investment in roads linking Torbay and Plymouth growth areas

Partnership Working

- Peninsula Transport
- DCC strategic relationship -> Combined Authority -> Devolution
- Devon & Torbay Local Transport Plan 4 (LTP4)
- DCC on LCWIP
- SHDC on LCWIP
- MP Meetings

Item 7b – Traffic and Transport Forum

29 January 2025

Traffic & Transport Forum Notes

1. Introductions

Those Present: Graham Bennett (GB) (chair), Cllr Luisa Auletta (LA), Cllr Anna Presswell (AP), Cllr Jacqui Hodgson (JH), Cllr Chris Beavis (CB), Cllr Tim Bennett (TB), Cllr Sara Collinson (SC), Cllr Ashton Chadwick (AC), Cllr Wendy Bloomer (WB), NR, HC, GE, VC, RM and BC.

Apologies: RO, AF, Cllr John Cummings, GED

Note keeping: Lisa Baumbach

b) Minutes of previous Forum

Agreed

2. Update from Devon County Councillor

- The Highways Neighbourhood Officer has recently left. A new person will be appointed.
- The Devolution process poses a number of issues that are currently unknown. For Devon County Council (DCC) this may affect recruitment in the near future and attention will need to focus on what can be achieved quickly before changes come into force. In addition, Parish and Town Councils may incur considerably more work.
- An upcoming meeting with the corporate infrastructure and regulatory Services Scrutiny Committee is scheduled for Thursday 30 January and will be an opportunity to discuss Highways issues and budgets. JH will be fighting to ensure that Parish and Town Councils don't become a catch all in terms of Highways especially as funding isn't available to these Councils for these roles.
- SW Peninsula Transport is going to have another consultation. Proposals will be circulated in due course.
- Themes for the Traffic and Transport Forum and Steering Group will be fed back into DCC.
- Cllr Hodgson will be meeting the Highways team about the 20's Plenty scheme in Totnes. The hope is to fill in the gaps that aren't yet 20mph in Totnes.

Action – AC to share a paper written by Rich Garton on the 5 ways to implement something that will work to slow traffic for those communities that don't have 20mph speed limits. Document will be circulated with these meeting notes.

3. Community Matters for Highways

- SC raised the issue of a near miss on the old bridge. When this was reported to DCC they maintained that they only note accidents and fatalities so won't proceed with further action to improve safety on the bridge. SC pointed out that this policy is unlawful and could be reported to the Equalities Commission. It needs to be escalated to a higher level at DCC because engineers may not be aware of what their legal duties are.

Action - JH will raise at the upcoming meeting at DCC.

Action – Everyone was encouraged to report any incidents on the bridge, including near misses, to DCC.

- The recent meeting with the MP was a positive meeting and will be reported on at the Steering Group meeting.

4. Wrap up

Nothing to note

5. Next meeting – 23 July 2025

Item 7c – Traffic and Transport Forum Steering Group

29 January 2025

Traffic & Transport Steering Group Notes

1a) Introductions

Those Present: Graham Bennett (GB) (chair), Cllr Luisa Auletta (LA), Cllr Anna Presswell (AP), Cllr Jacqi Hodgson (JH), Cllr Chris Beavis (CB), Cllr Tim Bennett (TB), Cllr Sara Collinson (SC), Cllr Ashton Chadwick (AC), Cllr Wendy Bloomer (WB), NR, HC, GE, VC, RM and BC

Apologies: RO, AF, Cllr John Cummings, GED

Note keeping: Lisa Baumbach (LB)

b) Minutes of Previous Steering Group

Minutes from 30 October meeting were agreed.

GB said that the recent meeting with the MP will be recorded by circulation of email sent to the MP, and a follow up meeting has been scheduled for 10am, 2 May at Follaton House.

2. Future Meetings and Topic Leads

The following projects were agreed by the AGM and Project Leads were agreed by this Steering Group (see below).

Project	Lead(s)
20's Plenty	Jacqi Hodgson, John Cummings and RM
Vehicle Activated Signs	Tim Bennett and GE With from time to time, to coordinate locations: Wendy Bloomer and Ashton Chadwick
Bridge Feasibility	Luisa Auletta and Sarah Collinson

School Green Travel Plans	Jacqi Hodgson, Anna Presswell and Luisa Auletta
Strategic Road Network Investment	Graham Bennett and Luisa Auletta
Active Travel Routes	Anna Presswell and NR With support from Wendy Bloomer and Ashton Chadwick

Teams are expected to make progress on projects between meetings and were tasked with writing their own simple Terms of Reference using a template and worked example provided.

The leads of each group shared their first thoughts of where they plan to get started with their projects.

Action – Members who require a space to meet, can book the Guildhall for a meeting by contacting LB.

Action – AC to share a paper written by Rich Garton on the 5 ways to implement something that will work to slow traffic for those communities that don't have 20mph speed limits. Document will be circulated with these meeting notes

3. Wrap Up

Nothing Raised

4. Next Meeting

Wednesday 30 April - Steering Group
Wednesday 23 July - Forum and Steering Group
Wednesday 22 October - Steering Group