



**DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL**  
**MONDAY 7<sup>TH</sup> APRIL 2025 IN THE GUILDHALL**

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

Apologies: Cllr Smallridge, District Cllr Allen.

In Attendance: Member 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.

It was **RESOLVED** to accept the apologies. There were no amendments to Declarations of Interest.

*The Committee will adjourn for the following items:*

**Reports from County and District Councillors.**

- a. County Cllr Hodgson
- b. District Cllr Allen
- c. District Cllr Birch
- d. District Cllr Presswell

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

a. County Cllr (C Cllr) Hodgson had submitted a report before the meeting and answered questions on: the condition of the road surface on the Totnes to Kingsbridge Road, and the Morrisons roundabout; and a request that the 30mph road signs on St Katherine's Way are removed when the 20mph speed limit is introduced.

b. District Cllr Allen was not present and had not submitted a report.

c. District Cllr Birch was present and answered questions on her written report, including: the future of the Freeport investment and its management with local government reform; if a safety check had been completed on the proposed Ramblers route for the South Hams Way; and the viability of the Sout Hams District Council/West Devon/Teignbridge and Torbay proposal to Government for local government reform.

d. District Cllr Presswell was present and answered questions on her written report, including: the Longmarsh boardwalk and concerns about the surface becoming slippery and pedestrian and cyclist use due to its width; and difficulties in applying for the residents discount for car parking.

*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 3<sup>rd</sup> March 2025.**

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

**To note the following minutes:**

**b. Council Matters Committee 10<sup>th</sup> March 2025.**

Noted.

**c. Planning Committee 17<sup>th</sup> March 2025.**

Noted.

**d. Town Matters Committee 24<sup>th</sup> March 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 3<sup>rd</sup> March 2025.**

No matters arising.

**b. Council Matters Committee 10<sup>th</sup> March 2025**

Item 7 – Civic Budget and Mayoral Allowance Policy. It was **RESOLVED** that the revised Civic Budget and Mayoral Allowance Policy is adopted.

Item 8 – Civic Protocol and Procedure. It was **RESOLVED** that the revised Civic Protocol and Procedure is adopted.

Item 9 – Privacy Notice [for website and external use]. It was **RESOLVED** that the revised Privacy Notice is adopted.

Item 10 - Privacy Policy [internal guidance for Councillors and officers]. It was **RESOLVED** that the revised Privacy Policy is adopted.

**c. Planning Committee, 17<sup>th</sup> March 2025**

Item 5 – Date of next meeting. It was **RESOLVED** that delegated authority is given to the Clerk for early April to respond to planning applications based on comments from members of the Planning Committee.

**d. Town Matters Committee 24<sup>th</sup> March 2025.**

Item 4 – Devon Wildlife Trust Atlantic Rainforest Project.

- a. It was **RESOLVED** that the Atlantic Rainforest project at Bowden Pillars Farm is added to the Open Space, Sports, Recreation and Wellbeing Plan as an accessible natural space.
- b. It was **RESOLVED** that it supports in principle any future request from Devon Wildlife Trust to erect specific signage on Kingsbridge Hill about the Atlantic Rainforest Project, and that accessible features should be considered (for example an audio description, raised images, braille description).

Item 7 – Community Award Scheme. Confidential report to Full Council.

**5. GENERAL POWER OF COMPETENCE**

To consider adopting the General Power of Competence.

It was **RESOLVED** unanimously to adopt the General Power of Competence.

**6. ELECTION OF MAYOR FOR 2025/26**

**To elect the Mayor and the Chair of the Council for the Council Year 2025-2026 (effective May 2025).**

It was **RESOLVED** to elect Cllr Bennett as Mayor for 2025-26. Cllr Bennett appointed Cllr Trant as his deputy.

**7. MAYOR MAKING AND MAYORAL ELECTION**

**To appoint Councillors to undertake the following duties at the Mayor Making ceremony on 21st May 2025:**

- a. **To propose the election of the new Mayor;**  
Cllr Price
- b. **To second the election of the new Mayor;**  
Cllr Hodgson
- c. **To propose and endorse the election of all other Council positions and Committees; and**  
Cllr Trant
- d. **To propose a vote of thanks to the outgoing Mayor.**  
Cllr Bennett

**8. MEMBERSHIP OF COMMITTEES, WORKING GROUPS AND LINK COUNCILLORS FOR 2025/26**

**To elect members to committees, outside representatives and link councillor roles.**

The following appointments and Chairs of Committee were **RESOLVED** for 2025/26:

Committee/Working Group	Frequency	Members
Full Council	Monthly - first Monday @7pm	ALL CLLRS ATTEND
Council Matters Committee	Monthly - second Monday @6.30pm	Cllrs Auletta, Beavis, Bennett, Chinnock, Hannam, Peters, Price and Trant Chair: Cllr Peters
Planning Committee	Monthly - third Monday @6.30pm	Cllrs Auletta, Bennett, Collinson, Cooper, Cummings, Hodgson, Trant

		Chair: Cllr Auletta
Town Matters Committee	Bi-monthly - fourth Monday @6.30pm	Cllrs Auletta, Beavis, Chinnock, Collinson, Cummings, Peters, Presswell, Roberts, Robshaw Chair: Cllr Roberts
<b>Strategy Delivery Working Groups</b>	<b>Frequency</b>	<b>Members</b>
Community Working Group	Bi-monthly	Cllrs Bennett, Chinnock, Collinson, Cooper, Hannam, Presswell, Robshaw and Trant
Devolution Working Group	Bi-monthly	Cllrs Auletta, Bennett, Chinnock, Peters, Price, Roberts, Trant
Economy Working Group	Bi-monthly	Cllrs Auletta, Beavis, Chinnock, Peters, Roberts and Price
Environment and Public Realm Working Group	Bi-monthly	Cllrs Auletta, Collinson, Cummings, Hodgson, Peters, Price, Cooper, Robshaw
<b>Link Councillors</b>		
Cultural Links		Cllr Cooper
Arts		Cllr Hannam
Elderly and Vulnerable People		Cllr Hannam
Young People/Youth		Cllrs Hannam & Hodgson
Heritage		Cllrs Auletta, Bennett & Price
Open Space, Sports Provision and Leisure		Cllrs Auletta, Price & Roberts,
Traffic and Transport		Cllrs Auletta, Hodgson, Presswell & Roberts
Environment, Sustainability & Air Quality		Cllrs Cummings, Hodgson & Robshaw
Disability		Cllrs Collinson, Hodgson, Price & Robshaw
Business and Employment		Cllrs Peters & Roberts
<b>Representatives on Outside Bodies</b> Frequency of meetings depends on the various organisations - monthly is the most frequent. Where information is known it is shown below.		
TADPOOL		Cllrs Hannam & Peters

Totnes Allotments Association		Cllr Hodgson
Vire Twinning Association		Cllrs Cooper, Hodgson & Price
Totnes Municipal Charities		Cllrs Bennett & Hannam
KEVICC Foundation Governors		Cllrs Beavis, Bennett, Hannam & Price
Parish Paths Partnership		Cllrs Bennett & Robshaw
Totnes Hospital League of Friends		Cllrs Bennett & Hannam
DALC		Cllr Bennett
Dart Harbour Community Group		Cllrs Collinson & Peters
Totnes Chamber of Commerce		Cllrs Peters & Roberts
Fairtrade		Cllr Hannam
Museum Trust		Cllr Presswell
Caring Town		Cllrs Collinson, Peters, Price & Robshaw
Network of Wellbeing		Cllrs Cummings & Robshaw
Bridgetown Alive		Cllrs Bennett, Hodgson & Presswell
Friends of Totnes Museum		Cllr Presswell
Daisy and Rainbow Childcare		Cllr Bennett
Inclusive Totnes [Disability]		Cllrs Cummings, Hodgson, Price & Robshaw
Police & Crime Commissioner Councillor Advocate		Cllrs Peters & Trant
Totnes Community Development Society		Cllrs Beavis & Price
Devon Countryside Forum		Cllr Hodgson
Rural Service Network		Cllr Hodgson
Friends of Salfit		Cllrs Cooper, Price & Robshaw
TQ9 Partnership		Cllrs Bennett, Chinnock, Hodgson, Peters & Price
Schools Engagement		Cllr Bennett
Stepping Stones		Cllrs Hannam & Robshaw

**9. SPECIAL EDUCATIONAL NEEDS UNIT AT KEVICC CONSULTATION**

**To consider any Council response to a Consultation on proposal to establish a Special Educational Needs (SEN) Unit at King Edward VI College, Totnes.**

It was **RESOLVED** to support the proposal.

**10. 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.

**11. NEXT MEETING**

**To note the next meeting date of Monday 12<sup>th</sup> May 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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**12. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)**

**To consider any recommendations or matters arising that are considered confidential in nature (item 7 report from Town Matters Committee, personal information).**

It was **RESOLVED** to agree two winners for the individual award, two winners for the group award and one winner for the lifetime achievement award, as outlined in the confidential report. It was **AGREED** that:

- Certificates will be produced for all nominees.
- All nominees will be invited to the Town Meeting on 15<sup>th</sup> May, and those who were nominated but did not win will be made aware of how difficult it was to choose and how much their work is appreciated.

**13. STRATEGIC PLAN**

**To consider any actions from the Councillor session to discuss the strategic plan and priorities of the Council (financial and commercially sensitive).**

It was **RESOLVED** to agree all recommendations as outlined in the confidential report, including:

- a. Writing to South Hams District Council as outlined
- b. Writing to Devon County Council as outlined
- c. The removal of a Strategy Delivery Group from the Standing Orders.
- d. The creation of a Devolution Working Group (to be added to the Standing Orders) who will meet as required and whose membership will be comprised of the Mayor, Deputy Mayor, Chairs of Committees plus two other members (for 2025/26 this will be Cllrs Bennett, Trant, Auletta, Roberts, Peters, Chinnock and Price).

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

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

It was **RESOLVED** to write to the Secretary of State for Education expressing concern that the Town

Council has had no update on the disposal or future use of the site and reiterating the importance of the site as a green lung, especially given the Air Quality Management Area.  
It was **AGREED** to copy the letter to Caroline Voaden MP, Inclusive Totnes and the County Councillor to encourage them to write.

The meeting closed at 9.00pm.

Cllr Emily Price  
Chair

DRAFT