



AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL MONDAY 2ND JUNE 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 Town Council, on **Monday 2nd June 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.

The Committee 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 4].

The Council will convene to consider the following items:

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 the Confidential session)

- a. Full Council 12th May 2025 – document attached [page 12].

To note the following minutes:

- b. Council Matters Committee 19th May 2025 – document attached [page 18].
- c. Planning Committee 28th May 2025 – document attached [page 22].

4. CONSIDERATION OF ANY MATTERS ARISING REQUIRING A DECISION

To consider any matters arising from the Minutes and to approve any recommendations from Committees (document attached, page 25):

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

- a. Full Council 12th May 2025.
- b. Council Matters Committee 19th May 2025.
- c. Planning Committee 28th May 2025.

5. STRATEGY DELIVERY WORKING GROUP UPDATES

To receive an update from the Chairs of the Strategy Delivery Working Group Chairs. Verbal update.

6. COMMUNITY GRANTS

To consider (documents attached, page 26):

- a. The Council Matters Committee's recommendation for the awarding of Community Grants for 2025; and
- b. The grant awarded to Hello Summer for school holiday activities and running the Odd Object competition.
- c. How and when to consider ad hoc funding requests outside of the grant application timeline and the resource implications.

7. INTERNAL AUDIT REPORT

To receive the Internal Audit Report for 2024/25, consider the findings and action plan. Document attached [see separate document or page 27a hard copy].

8. ANNUAL GOVERNANCE STATEMENT

To:

- a. Consider and approve the Annual Governance Statement for 2024/25 by resolution (document attached, see separate document or page 27b hard copy); and
- b. Chair to sign the Governance Statement.

9. ACCOUNTING STATEMENT

To:

- a. Consider the Accounting Statement for 2024/25 (document attached, see separate document or page 27c hard copy);
- b. Approve the Accounting Statement for 2024/25 by resolution; and
- c. Chair to sign the Accounting Statement for 2024/25.

10. FIRST RESPONDER PARKING DISC

To consider a proposal from Cllr Hodgson to introduce a parking disc system (similar to that available to disabled drivers) for first responders. Document attached and verbal update [page 28].

11. THE GROVE SCHOOL CONSULTATION

To consider a consultation on a proposal to extend the age range of The Grove School from 4-11 to 3-11 years of age from September 2025 (deadline for responses 9th June 2025). Document attached [page 29].

12. LIST OF MEETING DATES, COMMUNICATIONS POINTS AND LINK COUNCILLOR UPDATES

To note a list of upcoming meeting dates and annual meetings calendar, Council communications points and link Councillor/Councillor representatives on outside bodies updates. Document attached [page 32].

13. NEXT MEETING

To note the next meeting date of Monday 7th July 2025, 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.

14. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

15. RECRUITMENT

To consider (staffing, document attached):

- a. The job description and timeline for the Assistant Town Maintenance Officer position;

- b. Councillor appointment to the interview panel; and
- c. Recruitment timeline.

16. CASTLE MEADOW

To consider legal advice on Castle Meadow access (legal). Document attached.

17. ELMHIRST PROJECT (Standing Item)

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

Agenda produced by:

Catherine Marlton

Town Clerk

28th May 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.

District Councillor Report for Totnes Town Council

from Cllr Anna Presswell

27/05/2025

The Environment Agency attending Overview and Scrutiny - Thursday 26 June

The Environment Agency are scheduled to attend Overview and Scrutiny on Thursday 26 June. The Environment Agency have asked for any specifics we would like them to cover at the meeting. Please advise me within the next few weeks.

Bridgetown Alive Meeting 27/05/2025

Two major discussions – predominantly forging ahead with the Community Composting Project for Totnes during the Summer. Working to get planning and other permissions underway. This is the site suggested at Follaton.

A lady new to the group discussed setting up a Regenerative Garden course for Bridgetown. Potentially held in residents gardens and on small patches of land that are not used – permissions would be sought.

South West Water Questions and Answers

Every few months we have invited SWW to attend SHDC Overview and Scrutiny to answer questions given up by Community groups. We invite different community groups from around the area to submit questions and intend in person if they wish. This time it was the turn of River Avon Champions. Friends of the Dart will be asked next time. We had information from SWW regarding previous questioning whose answers I will feedback here.

Questions submitted by the River Avon Champions – (although outside Totnes area the answers are of relevance throughout the South Hams in some cases)

Question 1: The previous reason given by SWW for high hours of spills (1,619 hrs) at Blackawton STW was lack of 'hydraulic capacity'. Please explain why SWW also claims that Blackawton STW has 'spare hydraulic capacity for 181 population equivalents (75 dwellings).

In the context of the data provided by SWW via the Rivers Trust Sewage Map, spills due to “Hydraulic Capacity” means that there is rainfall getting into the system that exceeds the capacity of the system causing overflow spills.

Regarding the data provided in response to the request from Avon River Champions, we have said that Blackawton Sewage Treatment Works (“STW”), has ‘spare capacity’, which refers to treatment capacity. This means that in dry weather the treatment process is able to handle the load coming from the catchment, i.e. the amount of foul flow.

Question 2 and 3: If SWW was a Statutory Consultee, would SWW therefore support a planning application for another 75 houses in Blackawton? If so, how would this be justified in relation to the impact of 75 more houses on water quality of the Gara and Slapton Ley SSSI? When the Blackawton STW is already spilling 113 times/yr for 1,619 hrs?

Following careful consideration, SWW have decided that the information requested is not ‘Environmental Information’ as defined in Regulation 2(1).

Requests made under the Regulations allow the public access to environmental information that is held by SWW on the state of the elements of the environment, factors affecting those elements,

measures and activities affecting the elements and factors, reports on the implementation of environmental legislation, economic analyses used within the framework of the measures. The requested information is based on a hypothetical scenario and would require SWW to consider new data in order to provide a response. These Regulations only apply to information (for example documents, data, reports, analysis...) that is held at the point the request is received. Therefore, this information is not information that is held by SWW and SWW would not have had information on hypothetical scenarios at the time the request was received. Similarly, SWW would not be required to 'comment' under the Regulations, as this would not be within the scope of environmental information as defined within Regulation 2(1).

If there is any particular environmental information that you would like to know about, we would be happy to consider a specific request. Please see our webpage for more details Environmental Information Regulations.

Question 4: *Why will there be no investment in Blackawton STW even though this spills into the River Gara, which ultimately enters an SSSI, at Slapton Ley and the EA has determined that SWW is contributing to the failure to achieve Good Ecological Status?*

Blackawton STW SSO was investigated in Asset Management Plan 7 (2020 to 2025) ("**AMP 7**") under our Storm Overflow Assessment Framework ("**SOAF**") programme and concluded that infiltration into the network was causing the overflow to operate. As a result we have carried out CCTV surveys on 764.3m of the network to identify these areas, resulting in lining of 568m of sewer and 14 areas of patch repairs.

Blackawton STW has received an additional 35m³ of storm storage as part of our AMP 7 investment programme by March 2024. There is further storm storage currently planned for Blackawton STW to be completed in Asset Management Plan 10 (2035 to 2040) ("**AMP 10**"). There are also plans in Asset Management Plan 9 (2030 to 2035) ("**AMP 9**") to reduce phosphorus discharges from Blackawton STW under the Environment Act requirements

In terms of investment under the Storm Overflow Discharge Reduction Plan ("**SODRP**"), the definition of a sensitive site is defined in Annex 1 of the SODRP and for Sites of Special Scientific Interest ("**SSSIs**"). This states that an overflow is considered an ecological high priority if it '*Discharges into or within 50m (inland) or 1km (TRaC) of SSSI water feature*'. As Blackawton STW SSO discharges >7km away from the Slapton Ley SSSI, it does not meet this definition.

The Price Review 24 ("**PR24**") business plan for Asset Management Plan 8 (2025 to 2030) ("**AMP 8**") prioritises overflows that discharge within 1km of a shellfish water (as required under SODRP), within 1km of a bathing water (5 years ahead of the SODRP target of 2035) and 75% of sensitive sites (by 2035). As Blackawton STW SSO doesn't meet any of these priority criteria, its currently planned for AMP 10 (to confirmed in Price Review 29 ("**PR29**")), which is still 10 years ahead of government targets.

Question 5: *What is the SWW definition for 'exceptional; weather' in terms of mm of rainfall per day or over a specified period?*

SWW uses the methodology for 'exceptional weather' as defined in SOAF. The 97 spills detailed in the 2023 EDM Annual Return were given the reason of 'exceptional weather' as 2023 had a period of 'exceptionally high' rainfall as defined in the Environment Agency's ("**EA**") Water Situation Report, and historic EDM data showed an average of <40 spills.

In the 2024 EDM return, SWW attributed the high spills to 'infiltration', rather than exceptional weather or hydraulic capacity.

Question 6: Please provide evidence that the defined 'exceptional weather' event occurred on all 97 occasions when the 1,417 hrs spills occurred.

The reasons for the spills provided by SWW in the EDM return (and shown on the Rivers Trust Map) are not necessarily responsible for all storm overflow events, rather the primary cause of spills causing the overflow to exceed the 'frequent spiller' threshold as defined in the Environment Agency's SOAF guidance.

These triggers are:

- More than 40 spills on average where 3 or more years' worth of spill data is available
- More than 50 spills on average where 2 years' worth of spill data is available
- More than 60 spills on average where only 1 year worth of spill data is available

As explained in Q5, Slapton STW SSO did not hit this trigger in 2022 (37 spills on average 2017-2022), however exceeded the threshold as a result of the 2023 data.

As 2023 contained a period of 'exceptionally high' rainfall as defined in the EA's Water Situation Report, the additional spills in 2023 that resulted in the threshold being met were concluded as being a result of that additional rainfall.

Following further investigation, SWW attributed the spills exceeding the threshold in 2024 to 'Infiltration', rather than exceptional weather or hydraulic capacity. This is now on our infiltration reduction programme to be surveyed using CCTV. There will be further investment by 2030 to provide additional storm storage or reduce flows in the network to further reduce the spills to less than 10 per year on average.

Question 7: If no evidence of 'exceptional weather' can be provided for all 97 spills – is the real reason lack of 'hydraulic capacity'?

As detailed in Question 6, 'exceptional weather' was the primary cause of the spills over the threshold. Slapton STW SSO is programmed for infiltration reduction and further investment in AMP 8 by 2030 to further reduce the spills to less than 10 per year on average.

Question 8: If the real reason for 1,417 hrs of spills is inadequate 'hydraulic capacity – is this the reason why SWW will invest in the Slapton Ley WWTW?

In the 2024 EDM return, SWW attributed the high spills to 'Infiltration', rather than exceptional weather or hydraulic capacity.

The reason that Slapton STW SSO is in the AMP8 plan is due to the proximity to the Slapton Ley SSSI, and the bathing waters (Slapton Sands Torcross and Slapton Sands Monument).

Question 9: Please quantify the promised reduction in sewer spills in relation to Blackawton STW in the AMP 8 period?

We completed the infiltration reduction at Blackawton STW in June 2024 and the new storm tank was complete by March 2024. This has resulted in a significant reduction in spill numbers at this site. 113 spills in 2023, 54 spills in 2024 (or 61 spills taking into account EDM operability).

We will continue to assess if further infiltration reduction is beneficial and prioritise alongside other sites.

Question 10: Is this a legally binding target?

The statement made on page 71 of SWW's business plan is enshrined in the regulatory standard that Ofwat expect from SWW, and so there are regulatory consequences should SWW not meet its targets. The government's strategic policy statement sets out the government's environmental priorities for Ofwat's regulation of the water sector in England. The government's key priorities include an expectation that water companies achieve zero serious pollution incidents, and significantly reduce all pollution incidents by 2030.

Question 11: *What are the financial consequences for SWW if this target is not met?*

The financial consequences for the serious pollution incidents performance commitment are publicly available in the published dataset on Ofwat's PR24 final determination website which can be found here: <https://www.ofwat.gov.uk/wp-content/uploads/2025/04/PR24-Key-Dataset-1-Outcomes-data-V7.xlsx>. This includes the targets and the regulatory incentives that will apply if the targets are not achieved.

Question 12: *What is the definition of a "serious pollution incident" – how is it measured and by whom?*

As defined by the EA, Category 1 and 2 incidents are classed as "serious". These incidents are measured by the EA.

A "Category 1 Major incident" is a serious pollution incident with a significant impact on the environment, people, or property. It requires an immediate and substantial response to mitigate the effects.

A "Category 2 Significant incident" has a significant impact but is less severe than a Category 1 incident. This category also includes incidents that significantly affect the amenity value of the water environment, such as bathing waters. This is known as "Amenity Category 2".

Further information on the definition can be found on Ofwat's PR24 final determination website here: PR24 final determinations performance commitment definitions - Ofwat. Specifically for serious pollution incidents please see below:

- <https://www.ofwat.gov.uk/publication/serious-pollution-incidents-fd-pc-definition-2/>
- <https://www.ofwat.gov.uk/publication/environment-agency-environmental-performance-assessment-methodology-v11/>

Question 13: *Does this target relate to the whole of the SWW region?*

The target for serious pollution incidents applies to the SWW regions of Devon, Cornwall, Bournemouth and the Isles of Scilly. There is a separate target for serious pollution incidents that applies to the region of Bristol.

Question 14: *In view of the 2Star rating of SWW for Environmental Performance – how can this equate with the claim that SWW has 99% compliance with its Discharge Permits and there have been almost 20,000 hours of spills into our rivers in South Hams (2023)?*

We can confirm that the Environmental Performance Assessment ("EPA") is not a measure of permit compliance. The 2-star rating is derived from a number of metrics, not simply compliance and spill numbers. There is no single direct correlation between those and the EPA assessment.

Question 15: *Please explain in simple layman's terms, how the Environment Agency agrees the Discharge Permits in relation to the agreed Discharge Permits in South Hams which have allowed almost 20,000 hours of spills to occur into our rivers.*

When setting permit conditions, the EA follow the applicable regulatory or legislative requirements that are driving investment. Newer permits for CSOs and SOs might have a regulatory limit of ten spills or less per year that would be included on the permit. This is then agreed by SWW.

The South Hams permits are older scheduled permits. Every permit is bespoke, so as these permits were before the ten spills or less driver, this not included. For example, the Hope Cove STW permit was issued on 5 December 2002 under the U_MON3 U_MON4 and BW_ND drivers. An application has been made for a new permit at Hope Cove STW, meaning that the new permit for this site will have the ten spills or less regulatory limit.

Task and Finish Group – Hunting on Council Owned Land

Background

In March 2024, South Hams District Council (the Council) agreed*:

That, notwithstanding the moral arguments about blood sport, having regard to the animal welfare and public nuisance considerations, it is for the benefit or improvement of the Council's area that the Council:

1. does not support the killing of or cruelty to animals for sport or leisure in any circumstances.
2. will not facilitate or promote the killing of animals for sport or leisure by allowing its land to be used for such sports or associated activities;
3. requires written permission to be sought for the use and management of any animal traps on its land and reserves the right to refuse permission where the Council considers they could cause unnecessary and avoidable cruelty or suffering.
4. encourages other Local Authorities owning land in the Council's area, including Devon County Council, to adopt a similar resolution.

Context

There is a wider statutory basis which underpins any decision on the management of the Council's land, which says that Council's must do so for the benefit, improvement or development of its area; the Council does not have the same freedoms as private landowners to either permit or forbid activities on its land. (S. 120 of the Local Government Act 1972)

Scope

The definition of cruelty to animals is as intended by the Animal Welfare Act 2006.

Excluded

- Fishing activities are outside the scope of the above Motion.
- Historic decisions that precede the date of the Motion

Protocol

This Protocol applies (but is not limited to) the following:

- The use of Council owned land and buildings (whether leased, licensed, rented, hired)
- Events held on Council land
- Requests for the use and management of animal traps on Council land

This Protocol applies across the Council but the service areas that will need to be more aware of the Motion and this Protocol are:

- Assets / Estates
- Markets
- Car parks
- Events
- Communications (permits for filming on Council land)
- Housing
- Facilities and Grounds Maintenance

All use of Council land must consider the wider benefit for the Council's area and, within this context, have regard to the Motion when considering whether the proposed use falls within the parameters of the Motion.

Associated Activities are those that:

- Relate to:
 - the carrying on
 - facilitating
 - promotion
 - of hunting, trailing, trapping
- It is the proposed **activity or use** that needs to be considered not the organisation
- Must be reasonably foreseeable from the description given for event / use of land

Review

This Protocol will be reviewed every three years.

Recommendations:

That the Overview & Scrutiny Committee:

1. Notes the work of the Hunting Task & Finish Group;
2. Recommends that the Executive adopts the Hunting Protocol in Appendix A.

1. Executive summary

- 1.1 On 21 March 2024 Cllrs MacKay and O'Callaghan proposed a Motion to Council on Hunting on Council owned land (please see the background below). Council minute reference 64/23 refers.
- 1.2 A Task and Finish Group was agreed at the June meeting of the Overview and Scrutiny Committee (O&S 7/24) comprising Cllrs Dennis, Penfold, Presswell, Steele and Taylor. The Group met on 24 October 2024 and 12 December to discuss the Protocol.
- 1.3 The work of the Task & Finish Group has now concluded, and the Protocol is attached to this report at Appendix A.

2 Background

- 2.1 The Hunting Task and Finish Group received support from the Principal Estates Officer, the Deputy Monitoring Officer and the Senior Democratic Services Officer.
- 2.2 The motion included the following information in support:

'The Hunting Act 2004 made chasing wild animals with dogs illegal apart from the particular exempt forms of hunting detailed in the Act.

As well as the Hunting Act 2004 there is also the Animal Welfare Act 2006 which embodies the so-called Five Freedoms of animal welfare which state that every animal deserves the right to humane

treatment. The Five Freedoms are recognised across the globe and include a right to the freedom from “fear or distress”.

The sentience of animals has been the subject of much research and it has long been recognised that all animals are capable of a range of emotions. The Animal Welfare (Sentience) Act 2022 defines sentience in law.

It cannot therefore be conceived that any blood sport is acceptable, and it is important that the culture and tradition that surrounds and supports this barbaric activity is discouraged. It is often argued that blood sports are part of the management of the countryside. That is rarely the reality, but where such management is required it needs to be carried out by trained specialists who have proper regard to an animal’s welfare and rights under the legislation’.

2.3 The following Motion was agreed:

That, notwithstanding the moral arguments about blood sport, having regard to the animal welfare and public nuisance considerations, it is for the benefit or improvement of the Council’s area that the Council:

- 1. does not support the killing of or cruelty to animals for sport or leisure in any circumstances.*
- 2. will not facilitate or promote the killing of animals for sport or leisure by allowing its land to be used for such sports or associated activities;*
- 3. requires written permission to be sought for the use and management of any animal traps on its land and reserves the right to refuse permission where the Council considers they could cause unnecessary and avoidable cruelty or suffering.*
- 4. encourages other Local Authorities owning land in the Council’s area, including Devon County Council, to adopt a similar resolution.*
- 5. that the Overview and Scrutiny Committee consider setting up a Task and Finish Group to develop a protocol/policy to underpin parts 1 to 4 of the Motion*

2.4 The Protocol at Appendix A has been proposed for adoption by the Hunting Task and Finish Group to be used primarily as a supporting document where applications are received for potentially relevant activities on Council land through the Events facility or requests for occupation of Council property and land.

2.5 The Task and Finish Group listened to representations from Cllrs MacKay and O’Callaghan, as proposers of the original motion and sought advice, information and views from the Principal Estates Surveyor and other Council departments.

2.6 The Group was advised that the Council does not have any businesses or tenants on its land or in its premises that are involved in supporting the killing or cruelty to animals nor were they involved in activities that related to carrying on, facilitating or hunting, trailing or trapping of animals. The Estates team already have processes that would identify such issues and this would be further underpinned by the attached Protocol.

2.7 The Group was also advised that in relation to waste services, contractors were used to eradicate vermin in an effective and safe way. The Council does not provide any services for managing vermin.

3 Outcomes

- 3.1 The Hunting Task & Finish Group have agreed that the brief to produce a supporting protocol has been met and the Task and Finish Group's purpose is now complete.
- 3.2 The Task and Finish group recommend the Protocol attached at Appendix A to the Executive.
- 3.3 The Overview and Scrutiny Committee has the power to set up time-limited and single focus Task and Finish Groups to support policy development and provide Member oversight of key Projects.

The Animal Welfare Act 2006 with Government guidance says that the Act prohibits animal cruelty causing unnecessary suffering to an animal, mutilation and poisoning an animal

<https://www.gov.uk/guidance/animal-welfare>

The Hunting Act 2004 doesn't define cruelty, and the Protection of Wild Mammals 2002 applies to Scotland only but the Wild Mammals (Protection) Act 1996 stated purpose is to make provision for the protection of wild animals from certain cruel acts.



DRAFT MINUTES FOR THE ANNUAL MEETING OF TOTNES TOWN COUNCIL
MONDAY 12TH MAY 2025 IN THE GUILDHALL

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

Apologies: Cllr Price.

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

1. WELCOME TO ALL ATTENDING AND OBSERVING

2. ELECTION OF MAYOR AND TO CONSIDER ROLES AND RESPONSIBILITIES

a. To elect the Mayor and the Chair of the Council for the Council Year 2025-2026.

Cllr Bennett was unanimously voted in as Mayor and the oath of office was signed.

b. To note the Mayor's appointment of the Deputy Mayor/Chair.

Cllr Bennett appointed Cllr Trant as his deputy for the coming year.

3. 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.

- 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 submitted a report before the meeting and updated on: the Devon County Council election result; youth services in Totnes and the closure of Rushbrook; advocating a policy change to prioritise '20s Plenty'; advocating for the installation of swift boxes on properties; a request to Devon Council Council to permit two local first responders to park with the same rules as disabled badge holders, which received informal support from the Council; and the

community composting project.

- b. District Cllr Allen was present and had submitted a report.
- c. District Cllr Birch had submitted a report and provided updates on: the CatBikes project which is being launched in Totnes in June; and was asked by Cllrs that South Hams District Council considers a process for dealing with unauthorised encampments in the district, similar to House First.
- d. District Cllr Presswell was present and had not circulated a report.

The Council reconvened.

4. COMMITTEE MEMBERSHIP

To elect: members to committees; committee chairs; Strategy Delivery Working Groups; outside representatives; and link councillor roles.

The following appointments were **RESOLVED** unanimously:

Committee/Working Group	Members
Council Matters Committee	Cllrs Auletta, Beavis, Bennett, Chinnock, Hannam, Peters, Price and Trant. Chair: Cllr Peters
Planning Committee	Cllrs Auletta, Bennett, Collinson, Cooper, Cummings, Hodgson, Smallridge, Trant. Chair: Cllr Auletta
Town Matters Committee	Cllrs Auletta, Beavis, Chinnock, Collinson, Cummings, Peters, Presswell, Roberts, Robshaw. Chair: Cllr Roberts
Strategy Delivery Working Groups	Members
Community Working Group	Cllrs Bennett, Chinnock, Collinson, Cooper, Hannam, Presswell, Robshaw and Trant
Devolution Working Group	Cllrs Auletta, Bennett, Chinnock, Peters, Price, Roberts, Trant
Economy Working Group	Cllrs Auletta, Beavis, Chinnock, Peters, Roberts and Price
Environment and Public Realm Working Group	Cllrs Auletta, Collinson, Cummings, Hodgson, Peters, Price, Cooper, Robshaw
Link Councillors	Members
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
Representatives on Outside Bodies	Members
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 Builders	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

5. CLERK'S REPORT

To note the Clerk's Report for April 2025 (general updates and correspondence).

Noted.

6. 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 7th April 2025.

It was **RESOLVED** to approve and sign the minutes (subject to the correction of a typo).

To note the following minutes:

b. Council Matters Committee 14th April 2025.

Noted.

c. Planning Committee 28th April 2025.

Noted.

7. 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 7th April 2025.

No matters arising.

b. Council Matters Committee 14th April 2025

Item 5 – Standing Orders Review. See item 9 on the agenda.

Item 6 – Risk Register. It was **RESOLVED** that the revised Risk Register is adopted.

Item 7 – Earmarked Reserves. It was **RESOLVED** that the Earmarked Reserves are adopted.

Item 8 – Code of Conduct. See item 10 on the agenda.

Item 16 – Guildhall Muniments Room Inventory. It was **RESOLVED** to accept the process for considering relocation and disposal of items as outlined in the report; and to dispose of four boxes of old leaflets, papers, cassette tapes and two candlestick holders.

Item 17 – Building Conditions Survey. It was **RESOLVED** to give the Clerk delegated authority to spend up to £15000 on the stone wall repairs, subject to Cllr Auletta agreeing the mortar specification.

c. Planning Committee, 28th April 2025

Item 5 – Pavement outside the Royal Seven Stars. It was **RESOLVED** that the Council informally writes to the Royal Seven Stars saying that it has received a complaint about the planters and useable amount of footway remaining, and requests that they consider moving the planters back towards the building to provide 1m clearance from the planters to the road as originally agreed with Devon Highways. This 1m footway over the cobbled area will enable a pushchair/ wheelchair and pedestrians to be able to pass safely alongside the road.

8. STRATEGY DELIVERY GROUP UPDATES

To receive an update from the Chairs of the Strategy Delivery Working Group Chairs and consider the following (document attached):

a. Environment and Public Realm Working Group:

- **Bridgetown Alive Map in Coronation Road bus shelter.** It was **RESOLVED** that the Bridgetown Alive map element only is displayed in the Coronation Road bus shelter.

- **Mosaics in bus shelters.** It was **RESOLVED** to install the mosaic panels as follows:

- Coronation Road opposite Seven Stars – Butterwalk and Bridge panels.
- Coronation Road (South Hams District Council Shelter) – Castle and River panels.
- Tree of Life panel - install in the Civic Hall steps entrance if the Station option falls through or is very delayed.
- Railway Station - consider swapping the 'Tree of Life' for one of the more local themed images if the Station location is confirmed.

9. TRAFFIC AND TRANSPORT FORUM

To consider an urgent recommendation from the Traffic and Transport Forum: The group agreed to endorse and fully support a RECOMMENDATION to Full Council to release the funds for a bridge feasibility study.

It was **RESOLVED** unanimously that a feasibility study for the old bridge is an important priority for the Town Council and should relate entirely to the safety of the old Bridge. It was **RESOLVED** unanimously:

- To commission an Options Appraisal in relation to the issue of safety concerns on the old Bridge;
- To permit this under an exception to Financial Regulations requiring three quotes, due to the specialist nature of the work;
- That the Planning Committee would be granted delegated authority to consider and decide on the detail of the brief/specification when received; and
- To give the Town Clerk delegated authority up to the amount budgeted in 2024/25 and 2025/26 for the first phase of this work.

10. LOCAL GOVERNMENT REORGANISATION

To consider any feedback from SHDC and DCC on Local Government Reorganisation and the devolution of assets.

The responses from SHDC and DCC were noted. It was **RESOLVED** unanimously that the Clerk would write to Devon County Council asking for details on why the decision to close Rushbrook was taken, by whom, and asking for confirmation of continued funding for youth services in Totnes.

11. STANDING ORDERS

To consider the revised Standing Orders.

It was **RESOLVED** unanimously that the revised Standing Orders are adopted.

12. CODE OF CONDUCT

To consider a review of the Councillor's Code of Conduct.

It was **RESOLVED** unanimously that the revised Code of Conduct is adopted.

13. 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.

14. NEXT MEETING

To note the next meeting date of Monday 2nd June 2025, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

Noted.

The Council will be asked to RESOLVE to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.

15. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

None.

16. STAFFING REPORT

To consider a staffing report including details on priorities and hours of work (staffing).

It was **RESOLVED** unanimously that the Council Matters Committee would consider:

- The replacement for the Marketing and Communications Manager; and
- The business case for additional resources be added to the Town Maintenance Team.

17. BANKRUPTCY DECLARATION REQUIREMENTS

To confirm declarations from officers and Councillors of bankruptcy in line with insurance requirements (personal).

The Clerk confirmed that all declarations have now been received.

18. 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 that the Clerk would draft, circulate and then send two letters to Education South West:

- Letter asking for an update on the status of the land and the Totnes Town Council bid; and
- Letter asking for a reconfirmation that any proceeds of a future sale will be ring fenced for expenditure on the KEVICC site only.

The meeting closed at 9.16pm.

Cllr Tim Bennett

Chair



DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 19TH MAY 2025 AT 6.30PM IN THE GUILDHALL

Present: Councillors T Bennett (Chair), L Auletta, C Beavis, J Chinnock, J Hannam and E Price.

Apologies: Cllrs Peters and Trant.

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.

The Committee adjourned for the following items:

PUBLIC QUESTION TIME

There were no members of the public present.

The Committee convened to consider the following items:

2. ELECTION OF DEPUTY CHAIR

To elect a deputy chair for the Committee.

It was **AGREED** to appoint Cllr Bennett as Deputy Chair.

3. CONFIRMATION OF MINUTES

To approve the minutes of 14th April 2025 and update on any matters arising.

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

4. BUDGET MONITOR

To consider the Budget Monitor.

The budget monitor was **AGREED**.

5. BUDGET OUTTURN STATEMENT

To note the budget outturn statement for financial year 2024/25.

Noted.

6. CHRISTMAS MARKETS 2026

To consider an event report and draft tender document for future Christmas Markets from 2026 onwards.

The event specification was **AGREED**. Quotes will be invited for the running of the Christmas Markets from 2026, and these will be considered at a future Council Matters Committee.

7. COMMUNITY GRANTS

To review the Community Grant applications and make a recommendation to Full Council.

It was **AGREED** that due to the huge oversubscription that late applications could not be considered at this time.

It was **RECOMMENDED** to Full Council to allocate £30,000 to the Skate Park project (from Earmarked Reserves), on the condition that it is the payment that ensures the project can be delivered in the coming calendar year and that South Hams District Council bring forward £150,000 of funding.

It was **RECOMMENDED** to Full Council to allocate Community Grants as follows:

Totnes Town Council Community Grant Applications May 2025					
Applicant	Project	Amount requested	Total project cost £	% of total cost	RECOMMENDATION FROM COUNCIL MATTERS
Bridgetown Alive	Sky Rise Festival 12 Jul 25	£4,000.00	£10,200.00	39.2	1,500.0
Totnes Skatepark Community	Skate Park	£30,000.00	£320,000.00	9.4	From Earmarked Reserves
Playground Arts	Young Peoples Theatre for 11-16 year olds in Totnes	£2,318.00	£7,020.00	33.0	0.0
Totnes Heritage Trust	Totnes Heritage Festival 2025 - 27 Sep 25	£600.00	£715.00	83.9	600.0
Stepping Stones	Stepping Stones Food & Wellbeing	£19,800.00	£65,140.00	30.4	5,000.0
Totnes Caring	Volunteer Transport Service 1 Apr 25 - 31 Mar 26	£9,523.88 or £10,000 [getting confirmation]	£46,241.00		5,000.0
Reanella Trust	The Resilience Recovery Relief Project 16/06/25 - 28/07/25	£9,600.00	£19,600.00	49.0	0.0
Fusion	Warm Spaces Bouncy Fun Oct 2025 - Feb 2026	£2,231.00	£2,231.00	100.0	1,500.0
3rd Totnes Sea Scouts	Updating 3 rd Totnes Scouts equipment and facilities	£3,000.00	£10,000.00	30.0	2,000.0
Totnes Natural Health Centre			£11,000.00	0.0	0.0
Sasha	Running costs for rent of space, Apr 25 - Mar 26.	£1,000.00	£2,427.50	41.2	1,000.0
Soundart Radio Ltd	Totnes Summer Broadcasts Jul - 30 Sep 2025	£3,680.00	£4,710.00	78.1	0.0

Totnes Bowls Club	Centenary Year - clubhouse refurbishment & provision of equipment for new bowlers	£2,000.00	£4,000.00	50.0	1,000.0
Totnes Bike Hub	Tea & Tinkering 1 Sep 25 - 28 Feb 26	£1,600.00	£3,280.00	48.8	1,600.0
Fringe Festival	Totnes Fringe Festival 2025 (Jun - end Jul 25, with festival 11-13 Jul)	£3,000.00	£9,924.20	30.2	1,500.0
Resilient Lives	Slice and Bar Youth Project June-July 25	£1,500.00	£1,500.00	100.0	0.0
Resilient Lives	Pizza Pirates	£1,500.00	£4,000.00	37.5	1,500.0
Grove School PTA	Reading Summerhouse	£4,500.00	£6,500.00	69.2	0.0
Citizens Advice South Hams	C Community Outreach Totnes	£9,519.00	£19,076.00	49.9	5,000.0
Jamming Station	Next Wave" – Music & Mentorship for Young Adults (16–21)	£10,000.00	£18,500.00	54.1	3,800.0
Total		£109,848.00	£566,064.70	19.4	31,000.0

There was a vote to extend the meeting.

8. INVESTMENT STRATEGY REVIEW

To review the Investment Strategy.

To **RECOMMEND** to Full Council that the revised Investment Strategy is adopted.

9. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 9th June 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)*

10. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

These were reviewed and **AGREED**.

11. PROPERTY OWNERSHIP

To consider a property ownership issue (legal).

Noted.

12. GUILDHALL COTTAGE

To consider the repairs required and future use of Guildhall Cottage (financial).

Due to time constraints, it was **AGREED** to defer this item to the June meeting.

13. CASTLE MEADOW

To consider legal advice on Castle Meadow access (legal).

The legal advice is **RECOMMENDED** to Full Council as outlined.

14. CHRISTMAS LIGHTS

To consider seeking legal advice on the return of the Council's Christmas lights and unresolved functionality issues (legal).

Noted. The lights have been returned and the fault repair is ongoing. Legal advice may be sought in future.

15. STAFF REPORT

To consider a staffing report including details on priorities and hours of work (staffing).

It was **AGREED** to have a 12 month fixed term contract (Marketing and Communications Officer, 24 hours pw).

It was **AGREED** that a brief is drafted for a consultant to assist in reviewing and providing an options document on the Visit Totnes/Town Council Comms and Business Support Service for members to consider in due course.

It was **AGREED** that Cllr Chinnock be appointed to the Marketing and Communications Officer interview panel.

To **RECOMMEND** to Full Council the creation of an Assistant Town Maintenance Officer role as outlined, with budget implications and Job Descriptions to be ratified before recruitment commencement.

To **RECOMMEND** to Full Council that Cllr Bennett be appointed to the Assistant Town Maintenance Officer interview panel.

To **RECOMMEND** to Full Council that both posts (subject to ratification of the Assistant Town Maintenance Officer) be advertised as soon as possible to limit the gap in staffing resources.

16. STAFFING UPDATE

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

Noted.

The meeting closed at 9.00pm

Catherine Marlton
Town Clerk
May 2025



DRAFT MINUTES FOR THE PLANNING COMMITTEE

MONDAY 28TH MAY 2025 IN THE GUILDHALL

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

Apologies: Cllr Bennett.

Not Present: Cllrs Collinson and Smallridge.

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 Auletta 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. ELECTION OF DEPUTY CHAIR

To elect a deputy chair for the Committee.

It was **AGREED** to appoint Cllr Trant as Deputy Chair.

3. CONFIRMATION OF MINUTES

To approve the minutes of 28th April 2025 and update on any matters arising.

The minutes were approved as an accurate record of proceedings.

Item 5 – Resolved by Full Council. The Royal Seven Stars have been written to request the moving of the planters nearer to the building to increase the footway space, which has been done to some extent. Cllr Hodgson will follow up on this.

4. TREE WORKS APPLICATIONS

To make recommendations on the following tree works applications:

4a. 1301/25/TCA – T1: Eucalyptus – fell. Castle House, Plymouth Road, Totnes, TQ9 5PQ.

Overtaken by events - decision notice issued 23rd May 2025.

5. 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).

5a. 0865/25/HHO - Householder application for side extension with loft conversion, new front porch & insulation, rear garden terrace & front level parking. 6 Priory Drive, Totnes, TQ9 5HU.

Comment – the Committee is concerned about the acute angle at the end of the side extension roof and its effect on the symmetry of the semi-detached bungalows and on the streetscape.

5b. 1705/24/FUL - Replacement of existing artists studio. Cornerstones, Victoria Street, Totnes.

Cllr Trant declared a personal interest.

Support. The Committee would request that a condition of any approval is that the studio is ancillary to the main dwelling.

5c. 1348/25/HHO - Householder application for side extension with terrace & retrofit works to existing house. New parking spaces to rear of garden. Bellever, Jubilee Road, Totnes, TQ9 5BQ.

Support.

5d. 1152/25/HHO - Householder application for proposed side extension. 58 Smithfields, Totnes, TQ9 5LR.

Object. The proposed flat roof design is overmassing on the end house of the row of pairs of semi-detached properties. The main bulk of this the two-storey flat roof extension to the side and rear of the property is set back behind the build line and it will impact on the streetscape for: the adjacent listed building at the Sexton's Lodge; from Plymouth Road; and from the Totnes Cemetery public space.

5e. 1084/25/HHO - Householder application for demolition of single storey garage / storage structure, & replacement storage unit, with garden / office studio. Priory Orchard, Priory Avenue, Totnes, TQ9 5HR.

The Committee declared a personal interest as this property neighbours the Guildhall.

Support. The Committee would request that a condition of any approval is that the garden office/ studio is ancillary to the main dwelling.

5f. 1486/25/HHO - Householder application for proposed installation of air source heat pump to rear of property. 4 Hawthorn Row, Lansdowne Park, Totnes, TQ9 5UW.

Cllr Hodgson declared a personal interest.

Support in principle but would welcome the view of SHDC Environmental Health regarding the potential noise pollution. The Committee suggests that the front garden could be an alternative location for the air source heat pump, as it would have less potential noise impact on neighbouring properties.

5g. 0545/25/LBC - Listed building consent to repair historic windows, replace non original windows with new timber casement windows, repair of timber box gutter & additional essential repairs. 2 & 3 North Street, Totnes, TQ9 5NZ.

Support.

5h. 1279/25 - Listed Building Consent to repair & reinstate lime render on rear facade & associated works. 8 Plymouth Road, Totnes, TQ9 5PH.

Support.

6. KINGSBRIDGE INN

To consider a request for a letter for support for the Kingsbridge Inn being retained as a community hub/pub.

It was **AGREED** that it is important for the Council to support community initiatives such as this.

To **RECOMMEND** to Full Council that it writes a letter of support for this community initiative to secure the Kingsbridge Inn for future generations of residents of Totnes as a community hub/pub.

7. PAVEMENT LICENCE

To consider the following applications for a pavement licence renewal: Stacked, 30 Fore Street, Totnes, TQ9 5DR.

The Council supports the request for 3 x tables and 4 x chairs as shown in the submitted map.

8. TRAFFIC AND TRANSPORT FORUM

To consider any recommendations and note the minutes from the Traffic and Transport Steering Group held on 30th April 2025, including the revised Terms of Reference.

The minutes and Terms of Reference were noted.

To **RECOMMEND** to Full Council that it responds to South Hams District Council's request for input on bicycle storage locations in the town with the following:

- That any bicycle hoops/racks are in keeping with the historic environment of the town and the conservation areas, and that the Town Council is consulted on designs and precise locations.
- That Sheffield Hoops be considered for installation at Market Square (ensuring sufficient space remains for market traders), The Plains, and/or Fore Street.
- The provision of lockable storage in Heath's Nursery Car Park (near the recycling area).

9. DATE OF NEXT MEETING

To note the date of the next meeting of the Planning Committee – Monday 16th June 2025 at 6.30pm in the Guildhall.

Noted.

The meeting closed at 7.50pm.

Sara Halliday
Governance and Projects Manager
May 2025

ITEM 4 – RECOMMENDATIONS FROM COMMITTEE

4a. Full Council 12th May 2025

No recommendations.

4b. Council Matters 19th May 2025

Item 7 – Community Grants. See item 6 on the agenda

Item 8 - Investment Strategy. To **RECOMMEND** to Full Council that the revised Investment Strategy is adopted.

Item 13. Castle Meadow. See item 15 on the agenda.

Item 15. Staff Report. See item 14 on the agenda.

4c. Planning Committee 28th May 2025

Item 6 – Kingsbridge Inn. To **RECOMMEND** to Full Council that it writes a letter of support for this community initiative to secure the Kingsbridge Inn for future generations of residents of Totnes as a community hub/pub.

Item 8 – Traffic and Transport Forum: Bicycle Storage. To **RECOMMEND** to Full Council that it responds to South Hams District Council's request for input on bicycle storage locations in the town with the following:

- That any bicycle hoops/racks are in keeping with the historic environment of the town and the conservation areas, and that the Town Council is consulted on designs and precise locations.
- That Sheffield Hoops be considered for installation at Market Square (ensuring sufficient space remains for market traders), The Plains, and/or Fore Street.
- The provision of lockable storage in Heath's Nursery Car Park (near the recycling area).

ITEM 6 – COMMUNITY GRANTS

a. Community Grants. It was **RECOMMENDED** to Full Council to allocate £30,000 to the Skate Park project (from Earmarked Reserves), on the condition that it is the payment that ensures the project can be delivered in the coming calendar year and that South Hams District Council bring forward £150,000 of funding.

It was **RECOMMENDED** to Full Council to allocate Community Grants as follows:

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Totnes Heritage Trust	Totnes Heritage Festival 2025 - 27 Sep 25	£600.00	£715.00	83.9	600.0
Stepping Stones	Stepping Stones Food & Wellbeing	£19,800.00	£65,140.00	30.4	5,000.0
Totnes Caring	Volunteer Transport Service 1 Apr 25 - 31 Mar 26	£9,523.88 or £10,000 [getting confirmation]	£46,241.00		5,000.0
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3rd Totnes Sea Scouts	Updating 3 rd Totnes Scouts equipment and facilities	£3,000.00	£10,000.00	30.0	2,000.0
Totnes Natural Health Centre			£11,000.00	0.0	0.0
Sasha	Running costs for rent of space, Apr 25 - Mar 26.	£1,000.00	£2,427.50	41.2	1,000.0
Soundart Radio Ltd	Totnes Summer Broadcasts Jul - 30 Sep 2025	£3,680.00	£4,710.00	78.1	0.0

Totnes Bowls Club	Centenary Year - clubhouse refurbishment & provision of equipment for new bowlers	£2,000.00	£4,000.00	50.0	1,000.0
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Resilient Lives	Pizza Pirates	£1,500.00	£4,000.00	37.5	1,500.0
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Jamming Station	Next Wave" – Music & Mentorship for Young Adults (16–21)	£10,000.00	£18,500.00	54.1	3,800.0
Total		£109,848.00	£566,064.70	19.4	31,000.0

ITEM 10 – FIRST RESPONDER PARKING DISC

Extract from Cllr Hodgson's County Councillor report for May 2025 and further information provided by Cllr Hodgson:

"I will propose a new policy at Devon County Council (DCC) for Emergency public service First Responders whereby they would have a vehicle disk that would enable them to park as close as possible to their home as they need to be able to carry heavy equipment to their vehicle as they rush to respond to emergency calls. The vital minutes saved could save lives. I would value the support of Town and Parish Councils for this future motion at DCC."

Background information – where has this come from?

The problem for first responders is that they need to have very quick and direct access to their personal vehicles. They can receive a call anytime, night or day, they can be anywhere, at home or around locally and need to get heavy gear they are required to keep at home including portable defibrillators, oxygen tanks etc that they need to rush to load into their car without delay, if they are to reach potentially crisis patients in time.

One of our 2 Totnes-based Local First Responders (who has raised this issue with me) lives in Fore street and currently has to park her car in St Katherine's Way car park. She is worried about the long distance she has to run with all that heavy kit before heading off to the patient. Depending on where the emergency is, she can face the same parking problem there too. I understand that both our Local Responders are seeking a solution to their problem of parking close to their homes.

It was my idea that perhaps a windscreen card available to First Responders that gave them the similar rights that Disabled Badges provide, ie. the right to park on single and double yellow lines etc, as long as they are not causing an obstruction, could resolve this problem. Rather than seeking a special parking bay by their home (as disabled drivers can request; which is expensive and takes a while to install and could prove less beneficial as First Responders can be away from home when they receive an emergency call), a new policy that could provide First Responders across Devon (and wider if it became national law), with a Formal Disc for use inside their personal vehicle; this could be a positive benefit to First Responders, helping them in their work and save lives at minimal cost to the public purse. There are just 2 First Responders in Totnes and my guess is the numbers will be similarly low elsewhere.

It was my intention pre-election to table this as a motion to DCC Full Council as a new policy, but needed to await post pre-election period to do this and also I decided to await Town Council views and hopefully support and invite the other 4 Parish Councils I report to, to support this too at their Parish Council meetings (they were all supportive in principle when I raised this at their May meetings). Having been promoted at DCC to the relevant Cabinet role that includes Transport, I would hope to press for this to go forward with expedience.

ITEM 11 – THE GROVE SCHOOL CONSULTATION

The following email has been received from Devon County Council, with a deadline to respond of 9th June should the Council wish to do so:

The Grove School's Governing Body is consulting on a proposal to extend the age range of The Grove School from 4-11 to 3-11 years of age from September 2025.

The school has been working in partnership with Devon County Council (DCC) to bring this proposal forward and DCC is supportive of the proposed change to the age range through the establishment of Nursery provision for 3-and 4- year olds.

The consultation period will run from 12 May to 9 June 2025.

For further information, please see: [The Grove School, Totnes: Proposal to change the age range - Have your say](#)

Please reply to the consultation by 9 June 2025 by either:

Emailing: admin@the-grove-primary.devon.sch.uk

Or by writing to: Hilary Priest, Headteacher, The Grove School, Totnes, Devon, TQ9 5ED.

Information from the DCC website links is as follows:

Consultation: **The Grove School, Totnes: Proposal to change the age range**

From

12/05/2025

Until

09/06/2025

Consultation on a proposal to extend the age range from 4-11 to 3-11 years of age Proposal

The Grove School's Governing Body is consulting on a proposal to extend the age range of The Grove School from 4-11 to 3-11 years of age from September 2025.

The school has been working in partnership with Devon County Council (DCC) to bring this proposal forward and DCC is supportive of the proposed change to the age range through the establishment of Nursery provision for 3-and 4- year olds.

Background

It is proposed to extend the age range of the school so that Nursery provision can be established for 3-and 4-year olds. It is planned to offer 11 full time equivalent, term time only places, for 3- and 4-year olds.

There is demand in the area for additional provision for 3- and 4-year olds and in light of the increases to early years entitlements and associated funding, there is a projected increase in the

demand for baby and two year-old places. The following changes to childcare funding for working parents are some of the key drivers for change:

- From April 2024, most working parents of 2-year-olds have been able to access 15 hours per week entitlement; this is in addition to the more disadvantaged families that will continue to get 15 hours a week of funded provision.
 - From September 2024, most working parents of children aged 9 months up to 3-years-old can access 15 hours per week.
 - From September 2025, most working parents of children aged 9 months up to when the child starts at school can access 30 hours funded childcare per week for 38 weeks of the year.

The places being created for 3 and 4 year olds are expected to take the pressure off other local providers by freeing up space for babies and two year olds to attend. The school will work closely with these providers to ensure a smooth transition for children whether that is into the Reception Class or the Nursery.

We envisage that this increase in provision will provide valuable support to the community and ensure children have a wonderful start to their school journey.

Benefits of the proposal

Through offering nursery provision for 3- and 4-year olds, the school would be able to establish the strongest links possible with families, working to support them from a younger age. The school will offer high quality, flexible provision and a wider choice of provision types for parents. Children will be supported from 3 years old to develop the skills ready to start in the reception class. Being able to offer places from 3-years-old will provide greater consistency and continuity for children before starting at school and enable staff to make a more significant impact through earlier identification of their needs.

Parents will still need to make a separate application to Devon County Council for a place in the reception class.

Process and Decision-making

The Government has recently simplified the process for a maintained school to extend the age range to create school-based nursery provision. The Government has made this change to support their commitment to create or expand school based nurseries in light of the increased entitlements to early years.

The Grove School is a Local Authority maintained 'Community' school.

The process to establish a school based nursery through the extension of the school age range includes a period of consultation followed by a decision at a Full Governing Body meeting.

The consultation period will run from 12 May to 9 June 2025. Following the end of the consultation period, the full Governing Body will meet to consider all the responses to the consultation and make a decision as to whether or not establish nursery provision for 3-and 4-year olds through the extension of the age range from 4-11 to 3-11 years of age.

Indicative Timescale

Assuming there is agreement to each stage of the consultative process, an indicative timeline is detailed below.

1. Consultation from 12 May to 9 June 2025.
 - Meeting of the Full Governing Body to consider the consultation responses and make a decision on whether or not to approve the proposal.
 - Proposed implementation, if proposal is approved: September 2025.

Capital and planning

Some minor capital funding will be required to make small improvements. No planning consent is required to implement this proposal.

This proposal will not affect the Published Admission Number (PAN) for the school, nor the capacity for school aged children.

The school has a PAN 45. It is proposed that classes would be organised so that there is one Reception class for 30 children and one Foundation Stage Unit for 15 Reception aged children and places for up to 11 3- and 4-year olds. The Foundation Stage Unit will be staffed with a qualified teacher and a member of staff with a full and relevant Level 3 qualification.

It is proposed that the old school hall be converted into a classroom, which will release an existing classroom suitable for the Foundation Stage Unit. The school has a main school hall in addition to the old school hall, so this proposal does not put pressure on classroom space for statutory school-aged children.

Admission to the Nursery

If the proposal is approved, admission to the nursery provision will be managed by the Governing Body and the school is required to follow the Devon County Council Nursery Admissions Policy.

Responding to the consultation

Please reply by 9 June 2025 to either:

Email: admin@the-grove-primary.devon.sch.uk

Or by writing to: Hilary Priest, Headteacher, The Grove School, Totnes, Devon, TQ9 5ED.

All responses to the consultation will be fully considered by the school's leadership team and governors of The Grove School but we will not send individual responses to any specific points made.

ITEM 12 – 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 2025	Monday 2 nd	Monday 9 th	Monday 16 th	Monday 23 rd
July 2025	Monday 7 th	Monday 14 th	Monday 21 st	Monday 28 th
August 2025	Recess Committee Monday 4 th	None	Monday 18 th (TBC)	None
September 2025	Monday 1 st	Monday 8 th	Monday 15 th	Monday 22 nd

June

Full Council – 2nd June at 6.30pm
 Council Matters Committee – 9th June at 6.30pm
 Planning Committee – 16th June at 6.30pm
 Town Matters Committee – 23rd June at 6.30pm
 Community Working Group – 30th June at 6.00pm

July

Full Council – 7th July at 6.30pm
 Council Matters Committee – 14th July at 6.30pm
 Planning Committee – 21st July at 6.30pm
 Traffic and Transport Forum – 23rd July at 6.30pm
 Town Matters Committee – 28th July at 6.30pm

August

Recess Committee – Monday 4th August at 6.30pm
 Planning Committee – TBC

September

Full Council – 1st September at 6.30pm
 Council Matters Committee – 8th September at 6.30pm
 Planning Committee – 15th September at 6.30pm
 Town Matters Committee – 22nd September 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

Updates from Cllr Auletta:

OSSRW

- Attended Dart Valley Cycle Trail meeting at Staverton Court House to show TTC support for this shared-use (cycle/pedestrian) route to Buckfastleigh.
- Took part in SHDC e-bike trial and provided feedback. Chasing Morrisons re additional cycle stand provision.

- Attended Caring Town Youth Strategy Meeting - took part in workshop and raised need for physical youth facilities (such as the skatepark), as well as groups.
- Met SB (KEVICCs) and explained need for School Travel Plan. Will follow up by sending DCC model version.
- Correspondence re noticeboard on Kingsbridge Hill for DWT. I will continue to chase this up.

Heritage

- Liaison with Trustees on the MEND application for Totnes Museum
- Informal conversations with Totnes Trust and Image Bank re lease renewal which, I'm pleased to report, is now looking positive

Economy

- Attended business networking event at China Blue and handed out CEP consultation information