



## AGENDA FOR THE PLANNING COMMITTEE

### WEDNESDAY 28<sup>TH</sup> MAY 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 **Wednesday 28<sup>th</sup> May 2025** at **6.30pm** for a maximum of 90 minutes in the Guildhall for the purpose of transacting the following business:

**Committee Members:** Councillors L Auletta (Chair), T Bennett, 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. ELECTION OF DEPUTY CHAIR

To elect a deputy chair for the Committee. No document.

#### 3. CONFIRMATION OF MINUTES

To approve the minutes of 28<sup>th</sup> April 2025 and update on any matters arising. Document attached.

#### 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. See <https://southhams.planning-register.co.uk/Planning/Display/1301/25/TCA>

## **5. PLANNING APPLICATIONS**

To make recommendations on the following planning applications:

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. See <https://southhams.planning-register.co.uk/Planning/Display/0865/25/HHO>

5b. 1705/24/FUL - Replacement of existing artists studio. Cornerstones, Victoria Street, Totnes. See <https://southhams.planning-register.co.uk/Planning/Display/1705/24/FUL>

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. See <https://southhams.planning-register.co.uk/Planning/Display/1348/25/HHO>

5d. 1152/25/HHO - Householder application for proposed side extension. 58 Smithfields, Totnes, TQ9 5LR. See <https://southhams.planning-register.co.uk/Planning/Display/1152/25/HHO>

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. See <https://southhams.planning-register.co.uk/Planning/Display/1084/25/HHO>

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. See <https://southhams.planning-register.co.uk/Planning/Display/1486/25/HHO>

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. See <https://southhams.planning-register.co.uk/Planning/Display/0545/25/LBC>

5h. 1279/25 - Listed Building Consent to repair & reinstate lime render on rear facade & associated works. 8 Plymouth Road, Totnes, TQ9 5PH. See <https://southhams.planning-register.co.uk/Planning/Display/1279/25/LBC>

## **6. KINGSBRIDGE INN**

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

## **7. PAVEMENT LICENCE**

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

## **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. Documents attached.

## **9. DATE OF NEXT MEETING**

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

S Halliday  
Governance and Projects Manager  
21<sup>st</sup> May 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 28<sup>TH</sup> APRIL 2025 IN THE GUILDHALL**

Present: Councillors T Bennett (Chair), S Collinson (from 1850), T Cooper, J Cummings, J Hodgson (from 1840) and M Trant.

Apologies: Cllrs Auletta 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 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 17<sup>th</sup> March 2025 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. 1030/25/HHO - Householder application for two-storey extension reducing to single-storey extension to the rear of the dwelling. Attic House, Jubilee Road, Totnes, TQ9 5BW.

Support. However, the Committee has concerns about the increase in the number of rooflights proposed (eight in number, previous application three) in relation to light spill and light pollution.

3b. 0923/25/HHO and 0924/25/LBC – Householder and Listed building consent for rear extension with associated landscaping, internal alterations, replacement rear windows & replacement garden room. 12 Plymouth Road, Totnes, TQ9 5PH.

Object. The Committee has concerns about:

- The proposed 4m length rear utility extension includes the need for substantial ground excavation which could be detrimental to impacts on historic stone walls and potential disruption of natural ground water flows.
- The proposed Drainage Validation Survey figures appear to be incorrect as they state 10sq. m impermeable increase which accounts only for the new extension roof and doesn't include the proposed additional excavated paved patio area (which would total approximately 27sq. m).
- Rear Windows – existing windows could be repaired and use secondary glazing to minimise carbon use, noting that proposed slimline double glazing in softwood frames have a short lifespan.
- Construction traffic and blocking of the public highway and footways on a busy pedestrian route on this narrow road for extensive ground works, particularly if large quantities of earth is to be excavated and removed off site – the Construction Management Plan states that the road will only be blocked for 5-10 mins at a time seems unrealistic for the loading of the quantity of earth that will be generated.

3c. 0617/25/FUL – Demolition and rebuild of fire damaged dwelling. 19 Bridgewater Gardens, Totnes, TQ9 5RN.

Support.

3d. 0941/25/HHO – Householder application for single storey front extension. Steamer Quay Wharf, 5 Steamer Quay Road, Totnes, TQ9 5AL.

Support in principle. However, the Committee would encourage the use of timber cladding rather than painted render to retain the street scape.

3e. 0758/25/HHO – Householder application for proposed side and rear extensions. 9 Manor Way, Totnes, TQ9 5HP.

Support.

3f. 0944/25/HHO – Householder application for proposed rear single-storey extension. 9 Higher Westonfields, Totnes, TQ9 5QY.

Support.

3g. 2967/24/VAR - Application for variation of conditions 2 (approved drawings), 4 (roof materials & fixings) 6 (details of external attachments) 7 (rooflights/patent glazing) 8 (windows & doors) & 16 (cattle grid) of planning consent 03/1200/05/F. Higher Weston Farm, Weston Lane, Berry Pomeroy, Totnes, TQ9 6LB. [Consulted as a neighbouring parish.]  
Comment – as the application states, some of the regulations have changed over the past 20 years. The Committee makes the following comments:

- The benefits of the installation of Air Source Heat Pumps is welcome and would be greater without the inclusion of wood burning stoves.

- There are a lack of ecological mitigations and insufficient details of landscaping measures to be implemented. For example the early installation of swallow nesting boxes would be welcomed.

3h. 0410/25/FUL – Creation of an Earth Lines Slurry Store. Gerston, Totnes, TQ9 7RY.

Cllr Hodgson declared a personal interest.

Comment – the Committee would:

- Prefer to see a contained/covered tank/store or a higher fence (2m) to improve safety.
- Request that additional scrub and woodland is included on the banks of the store to ensure that there is habitat betterment (as suggested by the Ecological Consultant).

3i. 0193/25/FUL – Installation of PV panels on south parapet roof. St Mary's Church, High Street, Totnes.

All Committee members declared a personal interest.

Support. The Committee welcomes the use of PVs on a listed building as it provides a positive example of the sensitive use of renewable energy technology.

3j. 0908/25/LBC - Listed building consent to remove existing roof sates, replace with new Spanish slates, repair lead flashing to chimney & replace guttering if necessary using Lindab raingear. 63 Fore Street, Totnes, TQ9 5NJ.

Support, subject to the Heritage Officer's views.

#### **4. LICENSING APPLICATIONS**

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

**4a. Premises license: Blue Rider Group Ltd, 3-4 Birdwood Court, Totnes, TQ9 5SG.**

Cllr Trant declared a personal interest.

Object as the proposed application to permit plays, films, live music and performance of dance is not in accordance with the Class E café/restaurant classification of this premises. These activities are more in keeping with a Sui Generis classification.

**4b. Pavement licence: The Curator Cafe, 2 The Plains, Totnes, TQ9 5DR.**

Support for 8 x tables and 28 x chairs.

**Additional: Pavement licence: Food For Thought, 10 The Plains, Totnes, TQ9 5DW.**

Support for 4 x tables and 16 x chairs.

#### **5. ENVIRONMENT AND PUBLIC REALM WORKING GROUP – PAVEMENT OUTSIDE THE ROYAL SEVEN STARS**

**To consider a recommendation from the Environment and Public Realm Working Group about the footway and planters outside of the Royal Seven Stars.**

Cllr Hodgson explained the background to the complaint received and discussions with Devon Highways.

To **RECOMMEND** to Full Council that it 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.

**6. DATE OF NEXT MEETING**

**To note the date of the next meeting of the Planning Committee – Wednesday 28<sup>th</sup> May 2025 at 6.30pm in the Guildhall.**

Noted.

The meeting closed at 7.55pm.

Sara Halliday  
Governance and Projects Manager  
April 2025

## ITEM 6 – KINGSBRIDGE INN

An email has been received from a member of the public requesting the following:

“We are Community Enterprises Totnes and are trying to secure the Kingsbridge Inn for future generations of residents of Totnes as a community hub/pub.

We are looking for a letter/email of support from Totnes Town council to present to Plunkett Foundation who are aiding us with this project.”

The Planning Committee is asked to consider this request and make a recommendation to Full Council.

## ITEM 7 – PAVEMENT LICENCE

South Hams District Council has received an application from Stacked, 30 Fore Street, Totnes, TQ9 5RP.

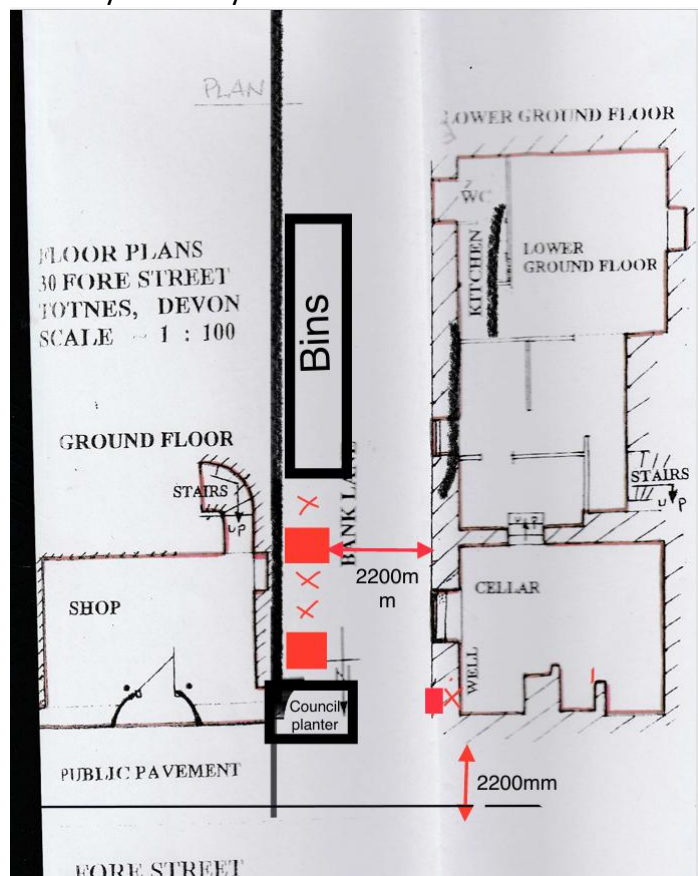
The application is for:

3 x Tables

4 x Chairs

On the pavement at the front of the premises

Monday – Sunday 08:00 – 17:00





## ITEM 8 – TRAFFIC AND TRANSPORT FORUM

### Recommendation:

Item 5 - South Hams District Council Bicycle Storage - Recommend to the Planning Committee that Sheffield Hoops be considered for installation at Market Square, The Plains, and/or Fore Street, ensuring sufficient space remains for market traders at Market Square. Also recommend provision of lockable storage at Heath's Nursery Car Park.

**30 April 2025**

### **Traffic & Transport Steering Group Notes**

#### 1. 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 John Cummings (JC), Cllr Ashton Chadwick (AC), GE and RM

Apologies: AF GED and NR

Note keeping: Lisa Baumbach (LB)

#### 2. Minutes of Previous Steering Group

The minutes from the last meeting were agreed.

It was agreed to add two new members to the steering group - RG for Dartington Neighbourhood Plan and VW for Totnes Market Traders

Action: LB to send an updated list of Steering Group members to the Planning Committee.

#### 3. Terms of Reference (ToR)

The revised ToR were agreed

Action: LB to send revised ToR to planning committee for information.

#### 4. Projects

Action: All teams who have not yet submitted ToR for their project have been asked to do so as soon as possible.

##### a) 20's Plenty [JH, JC, RM]

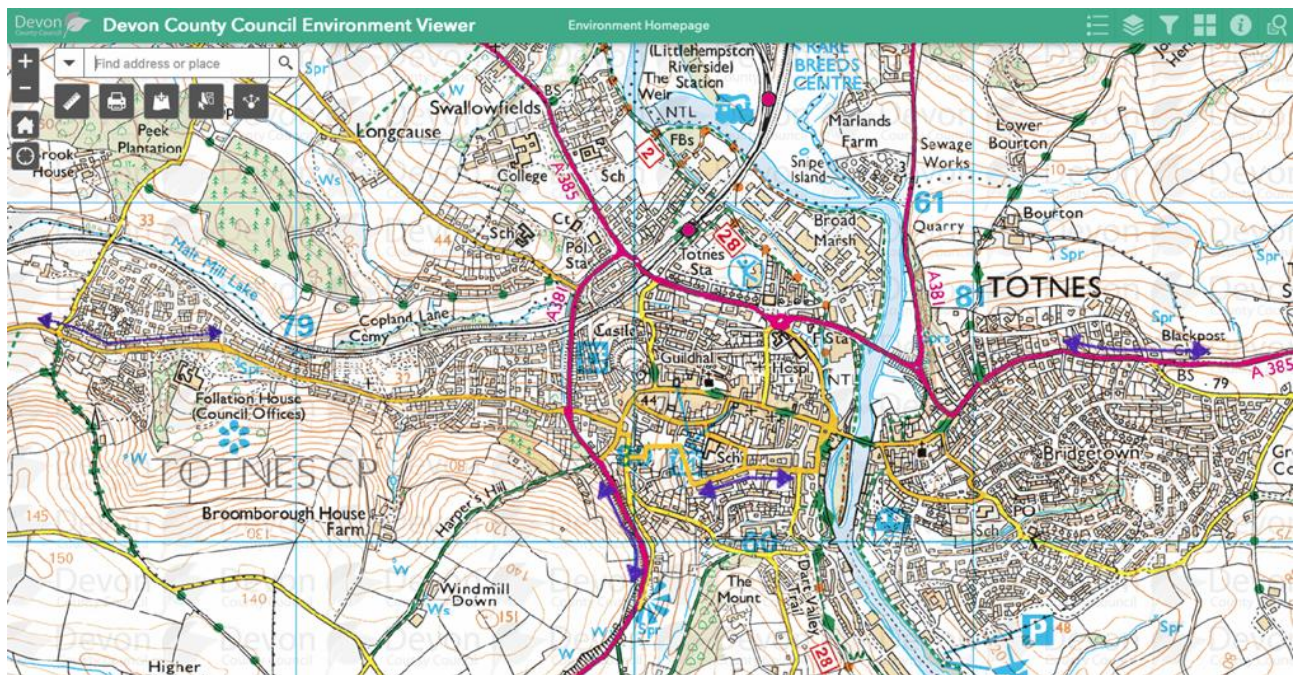
Totnes currently has some 20mph zones but having scored highly last year on the 20s plenty campaign, discussions with Devon County Council (DCC) officers commenced regarding the introduction of 20mph speed limits across the Town. The team met with the new Highways officer for the area; Mike Kerswell, to discuss the project and looked at the map of 20mph areas. The additional areas that were identified were Jubilee Road, Barracks Hill, Cott Road in Dartington, Shinnars Bridge, The Industrial Estate, St Katherine's way, Kingsbridge Hill, and the road from the old bridge up to where it joins Bridgetown Hill. Any former 20mph zones, which fell under a different legislation, will need to be removed and all the roads in those areas will become 20mph speed limits.

Progress with DCC officers at this stage has halted. This is possibly due to the period of Purdah so when this picks up again, the next step should be a public consultation across the Town.

b) Vehicle Activated Signs [TB, GE]

The team looked at different types of signs including simple signs which show red or green depending on speed on oncoming traffic. They also looked at battery operated signs which would require a person to charge them every two weeks or solar powered signs. A decision was made that solar operated signs would be preferable.

Three locations for the signs have been identified previously and can be seen on the map below.



c) Bridge Feasibility [LA, SC]

The possibility of commissioning a consultancy company to carry out a bridge feasibility study has been explored. This will give an impartial, engineering based appraisal of the bridge and should provide a number of short-, medium- and long-term solutions which could then be used as the basis for a meaningful discussion with the Highways Authority, DCC and a wider consultation with the community.

**ACTION:** The group agreed to endorse and fully support a Recommendation to Full Council to release the funds for a bridge feasibility study.

d) School Green Travel Plans [JH, AP, LA]

Progress on this project has currently stalled whilst awaiting copies of the active travel plans that have been carried out by the local primary schools.

It was noted that progress on all these projects support each other. For example, in this case, there are many children that cross over the old bridge to the schools on the other sides of town. Any progress on the bridge feasibility study would have a positive impact here.

**Action:** AP to contact the school to get the Active Travel Plan.

e) Strategic Road Network Investment [GB, LA]

GB and LA attended a Peninsula Transport Consultation Event where they made contact with officers from Torbay who appeared receptive to pursuing matters together.

Torbay has aspirations to become the UK's number one Tourist destination, yet Totnes is a bottleneck for Torbay in terms of access. Additionally, there are plans for more housing in Collaton St Mary which will increase the traffic through Totnes. Therefore, these links with Torbay officers are important. GB is waiting for the purdah period to be over before resuming discussions with them.

SC asked if there is a group in Torbay such as this Traffic and Transport Steering group. If so, it would be good to make contact with them.

f) Active Travel Routes [AP, NR]

There is an upcoming meeting on 13 May with groups from around South Hams to look at their challenges and consider links with other active travel routes around the South Hams.

There is a further meeting on 5 June at South Hams District Council (SHDC) to discuss the Local Cycling and Walking Infrastructure Plan.

JH and NRa have a meeting on 22 May with MP Caroline Voaden, South Devon Railway and South West Water (SWW). The lead person at SWW is aware of the active travel route suggestion at Littlehempston. There are no further details on the planning application as yet. JH informed the group that SWW has come under scrutiny at SHDC due to water pollution so JH suggested that they should not only include the route in their planning permission, but they should also pay for it to be installed. This could potentially become part of their S106 for the planning application.

Action for all project leads: To ensure a joined-up approach, all project leads are asked

- To discuss details of any specific challenges or discussions with officers at DCC with JH, and
- To update each other with progress and share details of any planned contacts with other bodies.

5. Community Matters

SHDC sent a proposal for bike storage options in Totnes. The range of options include the cheaper, Sheffield bike hoops to go in public spaces up to the more costly lockable storage which could be placed in two car parking spaces in one of the local car parks. However, other authorities have noted that lockable bike storage isn't as secure as it could be.

VW mentioned that it can be a challenge in the Market Square if there are too many items cluttering the area and reducing the space for market stalls so asked for this to be considered when identifying suitable locations.

SC mentioned that the need for lockable storage is still there for the many people who live in houses where there isn't space to keep bikes, thus preventing access to active travel.

Action: Recommend to the Planning Committee that Sheffield Hoops be considered for installation at Market Square, The Plains, and/or Fore Street, ensuring sufficient space

remains for market traders at Market Square. Also recommend provision of lockable storage at Heath's Nursery Car Park.

Action – RM to talk to the manager at Morrisons to find out if Sheffield Hoops could be placed near the store, perhaps in an undercover location.

#### 6. Cross Cutting Issues

It is still unknown what the local government reorganisation might look like. All finalised bids need to be in by the end of November.

#### Dart Catchment Partnership

It was noted that Dart Catchment Partnership held an event at the Civic Hall on 11 April. Their published vision is to achieve:

“A resilient River Dart that is in excellent ecological health, supporting increasing wildlife, better quality of life for people and communities, and a sustainable local economy.”

Action: The Dart Valley has a number of Active Travel routes, therefore it was suggested that JH reach out to ensure these routes are recognised and supported by the Dart Catchment Partnership.

#### 7. MP meeting

Matters arising from the previous meeting with the MP include:

- Littlehempston Access-for-All route – update on campaign
- GWR Train services – discussions with railway expert about challenging gradient at Rattery Bank
- Strategic picture for Totnes – update on reaching out to Torbay (CV and ourselves)
- Traffic issues – CV previously expressed openness to having conversations about the challenges of achieving active travel. (Dartington with new housing and A384 and A385 junction; villages with narrow lanes and ever-larger vehicles; Totnes with high volumes passing through and Sat-Nav)
- Should not await fatalities before improvements and noted lack of consideration under the Equalities Act for those with protected characteristics.

Other potential issues:

- Access to bus services – crossing A385 at top of Bridgetown Hill to access Gold Service, as used by College Students in rush hours.
- Potential health benefits from Active Travel

It was AGREED that GB and the deputy chairs could finalise the agenda for the meeting with the MP on 27 June.

#### 8. Conclusion

Action: Forum minutes to be share with Mike Kerswell the DCC highways officer for this area.

#### Next Meetings

Forum (6.30pm) and Steering Group (7.20pm) Wednesday 23 July 2025

Steering Group (6.30pm) Wednesday 22 October 2025

\*\*\*End\*\*\*

## **Totnes and District Traffic & Transport Forum and Steering Group**

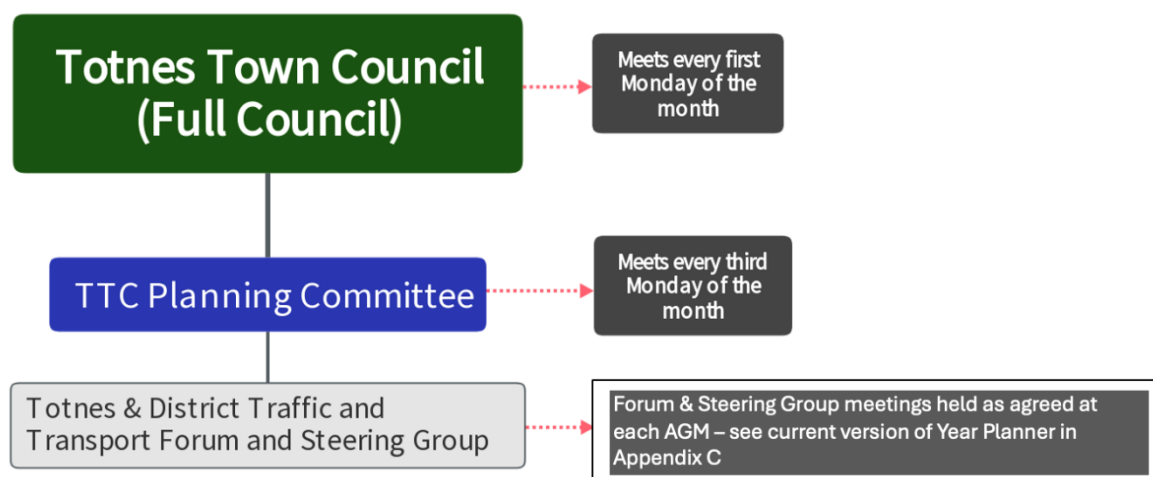
### **Contents**

1. Introduction .....	14
2. Purpose, responsibilities & general information .....	14
2.1 Purpose & responsibilities .....	14
2.2 Membership .....	15
2.3 Frequency of meetings .....	15
2.4 Agenda and notes .....	15
3. Code of Conduct .....	15
4. Term and amendment of Terms of Reference .....	16
Appendix A: Steering Group membership template.....	16
Appendix B: Code of Conduct .....	17
Appendix C: Year Planner.....	

## Introduction

The Totnes and District Traffic and Transport Forum and Steering Group act as an advisory body to Totnes Town Council (TTC) as an avenue to progress traffic related issues. The notes and any recommendations from the Forum and Steering Group meetings go to the TTC Planning Committee for consideration. Any recommendations then go onwards up to Full Council for final approval.

The image below illustrates where the Forum and Steering Group provide information into the wider Town Council structure and the frequency of meetings:



## Purpose, responsibilities & general information

### Purpose & responsibilities

The overarching purpose of the Forum and Steering Group is to

- identify traffic problems in Totnes and surrounding district and propose & evaluate possible solutions to these.
- support and develop new opportunities for sustainable transport and active travel, including behaviour change focused projects.

### Forum:

The Forum has been set up to:

- provide an open forum for discussion on issues relating to traffic and transport and the transition to sustainable forms of travel in Totnes and the surrounding area.  
**Note:** Any member of the public can attend the Forum meetings and can suggest agenda items.
- act as an advisory body to Totnes Town Council via the Steering Group (below)

### Steering Group:

The Steering Group (SG) can be seen as a sub-group of the Forum and has been set up to:

- Provide a representative group of stakeholders whose members have voting rights on issues requiring decision-making.
- Oversee resulting work streams, stimulate and maintain progress wherever possible to maximise the potential for implementation of agreed initiatives

The SG is responsible for two-way liaison with the Forum to achieve community engagement in traffic and transport matters. The Steering Group can refer matters for consideration by the Forum, as well as receive matters from the Forum for consideration/decision-making by the Steering Group.

The Steering Group may appoint additional working groups for specific projects, which may meet more frequently and may involve additional persons.

## 2.2 Membership

A concerted effort is made to ensure a balanced make-up to ensure a variety of views and stakeholders are represented in decision-making. The Steering Group membership is elected each year at the AGM, following the template outlined in **Appendix A**. This template is kept under review and is open to adjustment in the light of changing circumstances.

The Chair (not a Councillor) and Deputy/Deputies are to be chosen at the AGM from the list of members and voted on by the members – using simple majority method. The Chair and Deputy remain in the role for one year.

Members have the responsibility to attend meetings (both Forum and Steering Group) or to send a delegate to represent the views of their specific group or community.

- If a member withdraws from the Steering Group, then a replacement should be identified and given a full briefing of the responsibilities and representation of the leaving member.
- If a member fails to attend meetings for 3 months, then he/she will be asked to leave the Steering Group and a replacement found.

## 2.3 Frequency of meetings

The frequency and pattern of Forum & Steering Group meetings are held under review, so as to make the best use of resources and take account of work priorities. Meetings are therefore to be held as agreed at each AGM following consideration of a Year Planner, the current version of which can be found in Appendix C

## 2.4 Agenda and notes

Meetings are minuted by Totnes Town Council by local arrangements. Totnes Town Council is content to share agenda and notes from the meetings on its website and share information via its social media channels.

The agenda is to be issued one week prior to the meeting. Anyone can submit items for discussion for the Forum meetings, and any member, Councillor or officer may submit items for the Steering Group.

Items for Any Other Business must be submitted to Totnes Town Council 48 hours prior to the meeting.

Meeting notes will be provided to the Totnes Town Council Planning Committee for consideration and any recommendations will be put to Full Council for a decision.

## Code of Conduct

All meeting attendees and members agree to follow the Code of Conduct and values outlined in **Appendix B**.



## Term and amendment of Terms of Reference

It is suggested that the Terms of Reference are reviewed every three years by the Steering Group, or as often as needed. Proposed changes are to be submitted to the Planning Committee for noting.

## Appendix A: Steering Group membership template

### Membership template

- **Councillors** – 2 Town Councillors, 1 District Councillor, 1 County Councillor + Sustainability Officer
- **Local residents**, representing different areas of town – max 5, one per area
- **Representatives of key sectors** – max 5
  - For example:
    - Educator
    - Disabled
    - Cyclists
    - Walkers
    - Health and wellbeing
- **Community groups**
  - Such as Bob the Bus, the Bike Hub, Transition Town, etc.
- **Representatives from surrounding villages** – max 5
- **Business representatives** – max 5, 1 from each group except independent traders (2)
  - Chamber of Commerce
  - Independent trader based in High Street / Fore Street and the Narrows (2)
  - Industrial estate
  - Market traders

The Steering Group can choose to invite others to join the Group if deemed appropriate. Importantly, the SG must always consider who is not in the room / represented and actively seek to recruit to fill this gap.



## Appendix B: Code of Conduct

Any group acting as an advisory body to the Town Council is subject to the Town Council's Code of Conduct (<https://www.totnestowncouncil.gov.uk/wp-content/uploads/2021/06/Code-of-Conduct-March-2021.pdf>). If a Traffic and Transport Forum member OR attendee breaches any of requirements outlined in the policy on the website, then possible outcomes include temporary suspension from voting/attending OR permanent exclusion from being able to attend or contribute to the Forum.

### Values

The values of the Steering Group are:

**Respectful** – of our members and their wish to represent their community.

**Partnership** – working together to maximise mutual benefit through the achievement of more than is possible 'alone'.

**Progress** – working to improve things in practice (rather than in theory) wherever possible.

### Conduct

- We will stick to the timing agreed for the agenda items and finish on time
- We will let someone know if we can't come
- Mobile phones switched off or (if absolutely necessary) set to vibrate
- We will arrive early enough to start on time (late arrivals will fend for themselves!)
- We will speak one at a time, keep it brief and keep to the point
- We will speak calmly with intention and listen with attention
- We will be conscious of how much or how little we contribute
- We will be conscious of the nature and content of our contributions
- No parallel conversations
- We will respect each other and each other's contributions

<b>Wednesday 29 January 2025</b>	<b>Wednesday 30 April 2025</b>	<b>Wednesday 23 July 2025</b>	<b>Wednesday 22 October 2025</b>
<b>AGM – 6.30pm Start</b> <ul style="list-style-type: none"> <li>• Welcome</li> <li>• Minutes of Previous AGM</li> <li>• Report from Chair</li> <li>• Meetings – review &amp; future</li> <li>• Election of Steering Group Members</li> <li>• Election of Chair and Deputy Chair(s)</li> </ul>	<b>STEERING GROUP – 6.30pm Start</b> <ul style="list-style-type: none"> <li>• Welcome</li> <li>• Minutes of Previous SG</li> </ul> <b>Projects</b> <ul style="list-style-type: none"> <li>• 20's Plenty</li> <li>• Vehicle Activated Signs</li> <li>• Bridge feasibility</li> <li>• School Grn Travel Plns</li> <li>• Strtgc Rd Netwk Investment</li> <li>• Active Travel Routes</li> </ul> <b>Community Matters</b> <b>Cross-cutting issues</b> <ul style="list-style-type: none"> <li>• Policy</li> <li>• Planning/S106</li> <li>• Partnerships</li> </ul> <b>Conclusion</b> <ul style="list-style-type: none"> <li>• Wrap Up</li> <li>• Next Meeting(s)</li> </ul> <b>8.30pm - End</b>	<b>FORUM – 6.30pm Start</b> <ul style="list-style-type: none"> <li>• Welcome</li> <li>• Minutes of Previous Forum</li> <li>• County Councillor on Highways Matters</li> <li>• Community Matters for Highways</li> <li>• Wrap Up</li> <li>• Next Meeting(s)</li> </ul> <b>7.15pm - End</b>	<b>STEERING GROUP – 6.30pm Start</b> <ul style="list-style-type: none"> <li>• Welcome</li> <li>• Minutes of Previous SG</li> </ul> <b>Projects</b> <ul style="list-style-type: none"> <li>• 20's Plenty</li> <li>• Vehicle Activated Signs</li> <li>• Bridge feasibility</li> <li>• School Grn Travel Plns</li> <li>• Strtgc Rd Netwk Investment</li> </ul> <b>Active Travel Routes</b> <b>Community Matters</b> <b>Cross-cutting issues</b> <ul style="list-style-type: none"> <li>• Policy</li> <li>• Planning/S106</li> <li>• Partnerships</li> </ul> <b>Conclusion</b> <ul style="list-style-type: none"> <li>• Wrap Up</li> <li>• Next Meeting(s)</li> </ul> <b>8.30pm - End</b>
<b>FORUM – following AGM</b> <ul style="list-style-type: none"> <li>• Welcome</li> <li>• Minutes of Previous Forum</li> <li>• County Councillor on Highways Matters</li> <li>• Community Matters for Highways</li> <li>• Wrap Up</li> <li>• Next Meeting(s)</li> </ul> <b>7.50pm - End</b>		<b>STEERING GROUP – 7.20pm Start</b> <ul style="list-style-type: none"> <li>• Welcome</li> <li>• Minutes of Previous SG</li> </ul> <b>Projects</b> <ul style="list-style-type: none"> <li>• 20's Plenty</li> <li>• Vehicle Activated Signs</li> <li>• Bridge feasibility</li> <li>• School Grn Travel Plns</li> <li>• Strtgc Rd Netwk Investment</li> </ul> <b>Active Travel Routes</b> <b>Community Matters</b> <b>Cross-cutting issues</b> <ul style="list-style-type: none"> <li>• Policy</li> <li>• Planning/S106</li> <li>• Partnerships</li> </ul> <b>Conclusion</b> <ul style="list-style-type: none"> <li>• Wrap Up</li> <li>• Next Meeting(s)</li> </ul> <b>8.30pm - End</b>	
<b>STEERING GROUP – 8.00pm Start</b> <ul style="list-style-type: none"> <li>• Welcome</li> <li>• Minutes of Previous SG</li> <li>• Future Meetings &amp; 'Project Leads'</li> <li>• Wrap Up</li> <li>• Next Meeting(s)</li> </ul> <b>8.30pm - End</b>		<b>FORUM – 8.30pm Start</b> <ul style="list-style-type: none"> <li>• Welcome</li> <li>• Minutes of Previous Forum</li> <li>• County Councillor on Highways Matters</li> <li>• Community Matters for Highways</li> <li>• Wrap Up</li> <li>• Next Meeting(s)</li> </ul> <b>8.30pm - End</b>	