



AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL MONDAY 7TH JULY 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 7th July 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. CLERK'S REPORT (Standing Item)

To note the Clerk's Report for May and June 2025 (general updates and correspondence). Document to follow.

4. CONFIRMATION OF MINUTES

To approve and sign the minutes of the following meeting:

(Please note confidential minutes can be agreed but any discussion must be held in the Confidential session)

- a. Full Council 2nd June 2025 – document attached [page 8].

To note the following minutes:

- b. Council Matters Committee 9th June 2025 – document attached [page 14].
- c. Planning Committee 16th June 2025 – document attached [page 17].
- d. Town Matters Committee 23rd June 2025 – document attached [page 20].

5. CONSIDERATION OF ANY MATTERS ARISING REQUIRING A DECISION

To consider any matters arising from the Minutes and to approve any recommendations from Committees (document enclosed [page 23]):

(Please note confidential minutes can be agreed but any discussion must be held in the Confidential session)

- a. Full Council 2nd June 2025.
- b. Council Matters Committee 9th June 2025.
- c. Planning Committee 16th June 2025.
- d. Town Matters Committee 23rd June 2025.

6. STRATEGY DELIVERY WORKING GROUP UPDATES

To:

- a. Receive an update from the Chairs of the Strategy Delivery Working Group Chairs. Verbal update.
- b. Consider the draft consultant brief for the Strategic Review of Marketing and Communications, Business Support and Tourism Services. Document attached [page 24].

7. RECESS COMMITTEE

To consider the appointment of a recess committee to meet on 11th August 2025. Verbal update.

8. COUNCIL GRANTS POLICY REVIEW

To consider the recommendations from the Council Grants Process Task and Finish Group. Document to follow.

9. PLANNING APPLICATION 2929/23/FUL

To consider any amendment to the Planning Committee's comments previously submitted on planning application 2929/23/FUL solar array at Littlehempston Water Treatment Works, should the application go before the South Hams District Council Development Management Committee. Document attached [page 27].

10. REPRESENTATIVES ON OUTSIDE BODIES

To consider the withdrawal of representatives to Totnes Community Builders (Cllrs Beavis and Price) and provide councillor representatives to The King Edward VI College Site Foundation. Document attached [page 29].

11. 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 30].

12. NEXT MEETING

To note the next meeting dates of: 11th August 2025 for the Recess Committee, 6.30pm public session, 6.45pm formal meeting in the Guildhall; and Monday 1st September 2025 for Full Council, 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.

13. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

14. GUILDHALL COTTAGE

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

15. ELMHIRST PROJECT (Standing Item)

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

Agenda produced by:

Catherine Marlton

Town Clerk

2nd July 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

02/07/2025

OVERVIEW AND SCRUTINY

Council Housing Plan – Progress Update

- SHDC - Supported the delivery of 175 new affordable homes in the South Hams for shared ownership, affordable & social rent.
- A further 4 homes purchased for use as resettlement and temporary accommodation through the Local Authority Housing Fund Round 3 (LAHF 3) and funding agreed for 2 more.
- Introduced a 200% Second Home Council Tax charge and ringfenced the South Hams share of funding (£603,000) for housing projects.
- 3 further properties acquired for social rent for local people at Holywell Meadow St Anns Chapel, utilising Second Homes Council Tax.
- Completed refurbishment work on Westville flats Kingsbridge for temporary accommodation.
- Commenced a programme of upgrades on all existing Council owned temporary accommodation to achieve highest possible EPC.
- Supported the CLT & Aster Housing Association with £300,000 of funding to bring forward a 100% affordable housing scheme at Clay Park, Dartington.

Hunting Task and Finish Group

Summary:

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). A Task and Finish Group was agreed at the June meeting of the Overview and Scrutiny Committee comprising Cllrs Dennis, Penfold, Presswell, Steele and Taylor. The Group met on 24 October 2024 and 12 December to discuss the Protocol. The work of the Task & Finish Group has now concluded, and the Protocol is attached to this report at Appendix A.

Background:

The Hunting Task and Finish Group received support from the Principal Estates Officer, the Deputy Monitoring Officer and the Senior Democratic Services Officer. 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'.

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 have developed the Protocol at Appendix A to be 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.

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.

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 carrying on, facilitating or hunting, trailing or trapping of animals. The Estates team already have processes that would identify such issues.

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. 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.

The Task and Finish group recommended the Protocol attached at Appendix A to the Executive.

Annex A

South Hams District Council Protocol:

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) 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, or the promotion of hunting, trailing, trapping. It is the proposed activity or use that needs to be considered not the organisation. This must be reasonably foreseeable from the description given for event / use of land. This Protocol will be reviewed every three years.

BT Digital Switchover

Rural Challenges

Urban councils receive 40% more Government Funded Spending Power per head compared to rural councils, leading to higher council taxes and reduced services. Issues such as affordable housing, low wages, poor transport connectivity, and limited broadband access in rural areas. It was emphasised the potential for the rural economy to grow by addressing these challenges, potentially adding up to £19 billion per year to the Treasury. The importance of accurate metrics was touched on, in understanding rural needs and the need for targeted rural-specific plans.

UK Digital Landline Transition Plan

Chris Hockley, Digital Voice Engagement Manager from BT discussed the upcoming change to the UK's home phone service, transitioning from analogue to digital by January 2027. Chris emphasised that while the analogue network is failing due to age, the landline service itself is not being eliminated, only the transmission method is changing. Key points included maintaining the same phone numbers, no cost increases, and compatibility with existing devices. New features like scam and spam call reduction, improved call quality, and additional functionalities were highlighted. The discussion also covered options for customers without broadband, including a dedicated landline service with no changes to their home setup. Free power backup solutions were offered to vulnerable customers, and the importance of registering additional needs was stressed.

Digital Phone Transition Support Plan

Chris discussed the ongoing transition from analogue to digital phone services, with a focus on supporting vulnerable customers and ensuring a smooth switchover process. Chris explained that 2 million customers have already been migrated, with an emphasis on protecting telecare users by providing extra support during the changeover. A campaign was launched in June to raise awareness about telecare services, and from late June, the focus will shift to moving landline-dependent customers regionally. Chris encouraged attendees to help spread awareness about the January 2027 deadline and offered support for regional training sessions and events. It was noted that while EE, BT, and Plusnet offer similar services, Plusnet customers will need to choose between moving to BT/EE or finding a new provider that offers a digital phone service.

Digital Phone Service Transition

Chris explained that the change will not affect broadband services and that customers can still use their existing landlines with the new equipment. The discussion also covered the rollout of 5G services, which will run parallel to the digital phone switch but with different timelines, and the importance of ensuring rural areas are priorities for coverage. A presentation will be given to the Town Council over the next few months.

Allotments

I have contacted Matthew Hill – Head of Land and Property at South Hams. We have a waiting list of approximately x80 residents waiting for an allotment. So I wrote to see if there was any area of SHDC land that potentially could become available as an area for allotments. Emphasising the benefits toward climate change, social and mental health gains, and community resilience - plus, of course, would be hugely appreciated by the community.

An Update on Usage of South Hams Leisure Centres

As you can see there is a drop in numbers at Totnes. As well as Solar Panels being put on the roof in the foreseeable future, investment is also forthcoming which will be advised to the Town Council in the coming months.

Overall leisure centre memberships and swim school numbers are shown in March for the 3 yrs 2019, 2022 and 2025 below;

Total	March 2019	March 2022	March 2025
Dartmouth	486	477	525
Ivybridge	1,317	1,323	1,617
Quayside (Kingsbridge)	1,222	1,276	1,678
Totnes	890	757	917
Meadowlands (Tavistock)	875	1,017	1,311
Parklands (Okehampton)	803	604	917
Total	5,593	5,454	6,965

Swim school demand recovered quickly after 2020 but has shown a small decrease, reflecting national demand and sector challenges.

Total	March 2019	March 2022	March 2025
Dartmouth	162	147	141
Ivybridge	730	903	832
Quayside (Kingsbridge)	768	634	603
Totnes	348	350	278
Meadowlands (Tavistock)	509	445	533
Parklands (Okehampton)	285	358	366
Total	2,802	2,837	2,753



DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 2ND JUNE 2025 IN THE GUILDHALL

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

Apologies: Cllrs Auletta, Price, Robshaw and Smallridge, District Cllr Birch.

In Attendance: Members of the public, District Cllr Allen, S Halliday (Governance and Projects Manager).

1. WELCOME TO ALL ATTENDING AND OBSERVING

2. APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS

To receive apologies and to confirm that any absence has the approval of the Council. The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.

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

The Committee will adjourn for the following items:

Reports from County and District Councillors.

- 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 new cabinet at Devon County Council (DCC); the successful addition of a DCC policy on including 'Swift Bricks' in all new buildings; the 20's Plenty campaign and the specific requests for areas in Totnes which will go to the Traffic and Transport Forum in July; fostering of children; the youth centre at Rushbrook; and a Climate Hub biodiversity count in Castle Meadow on 24th June. Cllrs asked about: the withdrawal of youth services from Rushbrook, including why this location was chosen, previous use by Lifeworks and the impact this decision may have on them, and if the £11800 of DCC funding is for TRAYE generally or TRAYE provision in Totnes; and in her new role as cabinet member with responsibility for Climate Change and Biodiversity whether this will include the health of rivers and water management.

- b. District Cllr Allen was present and had not submitted a report. She updated that she has been working on individual cases (which are confidential) and the Naturesave Trust.
- c. District Cllr Birch was not present and had not submitted a report.
- d. District Cllr Presswell was present and had submitted a report, and answered a question on the levels of e coli recorded in the River Dart by Friends of the Dart.

The Council reconvened.

3. CONFIRMATION OF MINUTES

To approve and sign the minutes of the following Meeting:

(Please note confidential minutes can be agreed but any discussion must be held in the Confidential session)

a. Full Council 12th May 2025.

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

To note the following minutes:

b. Council Matters Committee 19th May 2025.

Noted.

c. Planning Committee 28th May 2025.

Noted.

4. CONSIDERATION OF ANY MATTERS ARISING

To consider any matters arising from the Minutes and to approve any recommendations from Committees:

(Please note confidential minutes can be agreed but any discussion must be held in the Confidential session)

a. Full Council 12th May 2025.

No matters arising.

b. Council Matters Committee 19th May 2025

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

Item 8 - Investment Strategy. It was **RESOLVED** unanimously 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.

c. Planning Committee, 28th May 2025

Item 6 – Kingsbridge Inn. After some discussion about the next steps that the group is planning to take, it was **RESOLVED** by majority that the Council 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. It was **RESOLVED** unanimously that the Council responds to South Hams District Council’s (SHDC) 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).

5. STRATEGY DELIVERY WORKING GROUP UPDATES

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

Economy Working Group – Cllr Roberts updated that the main effort has been on the Community Economic Plan survey and its promotion on market days and with businesses in Totnes and neighbouring parishes.

Community Working Group – Cllr Bennett updated that there had been no meeting in May and that several Cllrs had attended the Youth Strategy meeting last week.

Environment and Public Realm Working Group – Cllr Hodgson updated that the group met last week and discussed: cemetery wild area maintenance; community composting; seagull signage; and that working through the delivery plan will be a focus of the next meeting.

6. COMMUNITY GRANTS

To consider:

a. The Council Matters Committee’s recommendation for the awarding of Community Grants for 2025; and

There was discussion about the proposal to allocate £30K from reserves for the Skate Park project and who this money will go to – SHDC or the Totnes Skatepark Community group. Concerns were raised about management and potential cost increases on the delivery of the project. An amendment was proposed, and accepted, to the recommendation to address these concerns and to protect the Council’s investment in the project.

It was **RESOLVED** by majority to allocate £30,000 to the Skate Park project (from Earmarked Reserves), on the conditions 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;
- Answers to the following questions are received from SHDC:
 - Who will hold this £30k – SHDC or the Totnes Skatepark Community? and
 - Details of the contract including the payment schedule (will it be up front, 50 percent, or staged payment made).

Cllr Bennett explained that the Community Grant applications were once again massively oversubscribed and that four applications that were received after the deadline had been automatically rejected.

It was **RESOLVED** by majority to allocate the following grants under the Totnes Town Council Community Grant Applications June 2025:

Totnes Town Council Community Grant Applications June 2025					
Applicant	Project	Amount requested	Total project cost	AGREED AMOUNT	% of ask
Bridgetown Alive	Sky Rise Festival 12 Jul 25	£4,000	£10,200	£1,500	37.5
Totnes Skatepark Community	Skate Park	£30,000	£320,000	From Earmarked Reserves	
Totnes Heritage Trust	Totnes Heritage Festival 2025 - 27 Sep 25	£600	£715	£600	100
Stepping Stones	Stepping Stones Food & Wellbeing	£19,800	£65,140	£5,000	25.25
Totnes Caring	Volunteer Transport Service 1 Apr 25 - 31 Mar 26	£10,000	£46,241	£5,000	50
Fusion	Warm Spaces Bouncy Fun Oct 2025 - Feb 2026	£2,231	£2,231	£1,500	67.2
3rd Totnes Sea Scouts	Updating 3 rd Totnes Scouts equipment and facilities	£3,000	£10,000	£2,000	66.6
Sasha	Running costs for rent of space, Apr 25 - Mar 26.	£1,000	£2,427.50	£1,000	100
Totnes Bowls Club	Centenary Year - clubhouse refurbishment & provision of equipment for new bowlers	£2,000	£4,000	£1,000	50
Totnes Bike Hub	Tea & Tinkering 1 Sep 25 - 28 Feb 26	£1,600	£3,280	£1,600	100
Fringe Festival	Totnes Fringe Festival 2025 (Jun - end Jul 25, with festival 11-13 Jul)	£3,000	£9,924.20	£1,500	50
Resilient Lives	Pizza Pirates	£1,500	£4,000	£1,500	100
Citizens Advice South Hams	Community Outreach Totnes	£9,519	£19,076	£5,000	52.5
Jamming Station	Next Wave – Music & Mentorship for Young Adults (16–21)	£10,000	£18,500	£3,800	38
Total		£98,250	£511,734.70	£31,000	31.55

b. The grant awarded to Hello Summer for school holiday activities and running the Odd Object competition.

CLr Bennett updated that there had been some uncertainty about the Odd Object competition when the agenda was produced. However, Hello Summer has confirmed that despite capacity challenges they will deliver the Odd Object Competition in 2025.

c. How and when to consider ad hoc funding requests outside of the grant application timeline and the resource implications.

The Council discussed how requests for funding should be considered outside of the grant application cycle, with a number of ideas put forward including taking some core providers of services out of the application process to fund then separately and looking again at funding a community fundraiser. It was **AGREED** unanimously to ask the Council Matters Committee to consider setting up a Task and

Finish Group to review the process and future options.

7. INTERNAL AUDIT REPORT

To receive the Internal Audit Report for 2024/25, consider the findings and action plan.

It was **RESOLVED** unanimously to approve the Internal Audit Report for 2024/25.

8. ANNUAL GOVERNANCE STATEMENT

To:

- a. Consider and approve the Annual Governance Statement for 2024/25 by resolution; and**
- b. Chair to sign the Governance Statement.**

It was **RESOLVED** unanimously to approve the Annual Governance Statement for 2024/25, which was then duly signed by the Chair.

9. ACCOUNTING STATEMENT

To:

- a. Consider the Accounting Statement for 2024/25;**
- b. Approve the Accounting Statement for 2024/25 by resolution; and**
- c. Chair to sign the Accounting Statement for 2024/25.**

It was **RESOLVED** unanimously to approve the Accounting Statement for 2024/25, which was then duly signed by the Chair and the Clerk to the meeting.

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.

Subject to an amendment to include retained fire fighters alongside first responders, it was **RESOLVED** unanimously to:

- Support CCllr Hodgson's proposal for a new policy at Devon County Council for emergency public service First Responders and retained firefighters to 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 as these vital minutes saved could save lives.
- Write to the local MP with this proposal as this will be an issue which is experienced nationally.

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).

It was **RESOLVED** unanimously that the Council responds to the consultation supporting the proposal to extend the age range of the Grove School to 3-11 year olds.

12. 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.

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.

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.

14. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

To consider any recommendations or matters arising that are considered confidential in nature.
None.

15. RECRUITMENT

To consider (staffing):

- a. The job description and timeline for the Assistant Town Maintenance Officer position;**
- b. Councillor appointment to the interview panel; and**
- c. Recruitment timeline.**

It was **AGREED** by majority to return this item to the Council Matters Committee to consider all options based on the additional information received, and to give the Committee delegated authority to make a decision on the way forward.

16. CASTLE MEADOW

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

It was **RESOLVED** unanimously that based on the legal advice received:

- The Council should not sign a Memorandum of Understanding.
- The Council should erect signage, in consultation with residents, asking users of Castle Meadow to be respectful of residents, not to leave litter and that anti-social behaviour will not be tolerated.
- Other aspects of the legal advice should be considered by the Environment and Public Realm Working Group as part of work on the future vision for Castle Meadow.

17. ELMHIRST PROJECT (Standing Item)

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

Cllr Hodgson updated that the Education South West academy trust is committed to ensuring that any money made from sale of land is ringfenced for the KEVICC campus only.

The meeting closed at 9.05pm.

Cllr Tim Bennett
Chair



DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 9TH JUNE 2025 AT 6.30PM IN THE GUILDHALL

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

Apologies: Cllr J Chinnock.

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. CONFIRMATION OF MINUTES

To approve the minutes of 19th May 2025 and update on any matters arising.

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

3. BUDGET MONITOR

To consider the Budget Monitor.

The budget monitor was **AGREED**.

4. STRATEGY DELIVERY WORKING GROUPS

To consider any budgetary recommendations from the following (document attached):

a. **Environment and Public Realm Working Group, 28th May 2025.**

It was **AGREED** to appoint Parklife to carry out the maintenance of the wild areas at the cemetery in 2025 (cost £1460 + VAT).

5. COMMUNICATIONS AND SOCIAL MEDIA PROTOCOL

To review the Communications and Social Media Protocol.

To **RECOMMEND** to Full Council that the revised Communications and Social Media Protocol is adopted.

6. ANTI-FRAUD AND CORRUPTION POLICY

To review the Anti-Fraud and Corruption Policy.

To **RECOMMEND** to Full Council that the revised Anti-Fraud and Corruption Policy is adopted.

7. COUNCIL GRANTS PROCESS

To consider a request from Full Council to setup a Task and Finish Group to review the Council Grant process, the handling of ad hoc funding requests and future options.

It was **AGREED** to set up a Task and Finish Group to discuss the Council Grant process moving forward, to which all members are invited to participate.

It was **AGREED** that the Town Clerk should set a meeting date as soon as possible to discuss how to deal with funding requests outside of the Community Grants process, given applications have been received after the deadline. Proposals should be considered by July Full Council given the August recess.

It was noted that the longer term plan for Community Grants and financial support from 2026 onwards should be considered on completion of the Community Audit/Mapping work which is being managed through the Community Working Group.

8. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 14th July 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)*

9. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

These were reviewed and **AGREED**.

10. GUILDHALL COTTAGE

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

It was **AGREED** that the Town Clerk should set a meeting date as soon as possible to discuss the interim and future potential uses of the Guildhall Cottage. Proposals should be considered by July Full Council given the August recess and the length of time for the List Building Consent application process.

11. RECRUITMENT

To consider (staffing):

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

b. Councillor appointment to the interview panel; and

c. Recruitment timeline.

a and c. The job description and recruitment timeline were **AGREED**. The merits of a fixed term contract for 12 months were discussed. It was **AGREED** to appoint on a permanent ongoing basis with a review in 12 months on the impact of the role on Council operations.

b. It was **AGREED** that the interview panel would be Clerk, Cllr Bennett, Cllr Peters.

12. STAFFING UPDATE

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

None.

The meeting closed at 8.15pm

Catherine Marlton

Town Clerk

June 2025



DRAFT MINUTES FOR THE PLANNING COMMITTEE

MONDAY 16TH JUNE 2025 IN THE GUILDHALL

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

Apologies: Cllrs Bennett and Trant.

Not Present: Cllr Smallridge.

In Attendance: Members of the public, 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.

The Committee adjourned for the following item:

PUBLIC QUESTION TIME

Two members of the public explained that South Hams District Council has asked them to engage with the Town Council as part of the pre-application process about the proposed shop and frontage changes to Lawsons in the High Street. Plans and images of the proposals were shared which have to accommodate the historic features of the building, including: an additional door to access the first floor (proposed change of use to residential); a spiral staircase to a rear garden; improvements to the ground floor shop layout and staff facilities; and the introduction of fire protection between the ground and first floor. The Committee suggested that they refer to the Joint Local Plan Appendix 3 guidance on shop fronts which could provide a more sympathetic appearance on the High Street, and commented on signage, bin storage and accessibility. It was **AGREED** that the architect will liaise with the officer to provide revisions based on the comments made that will be circulated to the Committee for informal comment as part of a continuing pre-application dialogue.

The Committee reconvened.

2. CONFIRMATION OF MINUTES

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

The minutes were approved as an accurate record of proceedings.

3. TREE WORKS APPLICATIONS

To make recommendations on the following tree works applications:

3a. 1500/25/TPO – G1: Hazel - coppicing of stems larger than 100mm diameter to 0.5m above ground level, for hedge laying of smaller/younger stems. T2: Leyland Cypress – height reduction of approx. 2m, storm damage removal within canopy, to control canopy size. 9 Westward Close, Totnes, TQ9 5HB.

Support.

3b. 1550/25/TPO – T2: Birch - Remove due to being affected by honey fungus. 1 Victoria Cottages, St Katherine's Way, Totnes, TQ9 5DY.

Support. The Committee would request that a suitable replacement tree is considered on the wider site, subject to the Tree Officer's advice given the honey fungus problem.

3c. 1710/25/TCA - T12: Cherry Tree - has a vertical central limb that has no leaf growth and is dead, the limb is approximately 350mm in diameter & stands approximately 9m meters high. The limb needs to be cut at the point of connection to the main trunk, there are signs of fungal growth on the effected limb & other parts of the tree (Site Photo 1). St Mary's Church, High Street, Totnes, TQ9 5QH.

The Council declared an interest as the applicant for the tree works application.

Support.

4. PLANNING APPLICATIONS

To make recommendations on the following planning applications:

Note: Cllr Hodgson observes and does not vote on any applications which would potentially be discussed at a Development Management Committee meeting at South Hams District Council (SHDC).

4a. 1659/25/FUL - Conversion of brownfield site on existing residential street in town centre into a 1-bed first floor dwelling with secure garage underneath. Land to Rear 9 Fore Street, Totnes.

Support.

4b. For Information 1445/25/PDM - Proposed conversion of an existing agricultural barn into a single dwelling house (Class Q). Land At Sx 808 593 Sharpham Drive Totnes.

Object. The Committee does not feel that this application is in the spirit of Class Q, and that planning permission is required given that:

- The existing building abuts the listed gardens at Sharpham.
- There is no direct access to the public highway – access is via a private drive.

The Committee is also concerned about: the number of vehicle movements on the private drive in the build phase and once in residential use; and the robustness of the existing structure to be suitable for conversion to residential use, specifically whether the height of the existing roof line is sufficient to provide space for head room alongside insulation and fire protection measures to meet building regulations.

4c. 1060/25/HHO - Householder application for rear extension & loft conversion. Eveleigh, Higher Westonfields, Totnes, TQ9 5RB.

Support in principle subject to appropriate tiles being used (for example reclaimed clay or concrete tiles) as the Committee does not support the use of zinc in this location due to the adverse impact on the street scene.

4d. 1231/25/HHO - Householder application for erection of single-storey side extension & glazed link, single-storey front extension adjoining two-storey side extension, associated landscaping works &

replacement of existing roof covering, windows & doors. Longways, Barracks Hill, Totnes, TQ9 6DG.
[Consulted as a neighbouring parish.]
Support.

4e.1601/25/LBC - Listed building consent for internal alterations & replacement rear windows. 12
Plymouth Road, Totnes, TQ9 5PH.
Support.

4f. 1524/25/FUL - Installation of solar photovoltaic panels on the Totnes Library roof, for the
renewable energy provision to the Mansion House. The Mansion, 36 Fore Street, Totnes, TQ9 5RP.
Support. The Committee suggests that this is also an opportunity (whilst scaffolding is in place) to
install anti-seagull protection/netting to keep the panels clean and functioning whilst mitigating an
ongoing problem with nesting birds in the area.

4g. 1687/25/ARC - Application for approval of details reserved by condition 3 (Schedule of Materials
& Finishes) of planning consent 3148/24/LBC. Bogan Stable, North Street, Totnes, TQ9 5NZ.
Support.

5. DATE OF NEXT MEETING

To:

a. confirm either the date of the August Committee on Monday 18th, or alternatively seek Full Council consent for the Clerk to be given delegated authority to respond to planning applications (informed by Councillor comment) in August; and

To **RECOMMEND** to Full Council that delegated authority is given to the Clerk in August to respond to planning applications based on comments from members of the Planning Committee.

b. note the date of the next meeting of the Planning Committee – Monday 21st July 2025 at 6.30pm in the Guildhall.

Noted. Cllrs Collinson and Cooper gave their apologies as they will be away on this date.

The meeting closed at 7.55pm.

Sara Halliday
Governance and Projects Manager
June 2025



DRAFT MINUTES FOR THE TOWN MATTERS COMMITTEE

MONDAY 23RD JUNE 2025 IN THE GUILDHALL

Present: Councillors N Roberts (Chair), L Auletta, C Beavis, J Chinnock, S Collinson J Cummings, D Peters and A Presswell.

Apologies: None

Not Present: Cllr Robshaw

In Attendance: C Bewley (Finance and HR Manager).

1. WELCOME AND APOLOGIES FOR ABSENCE

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

Cllr Roberts read out a statement about how the meeting would be conducted and recorded.

There were no apologies.

PUBLIC QUESTION TIME

Cllr Collinson raised the issue of the public and Civic Hall toilet facilities following the Supreme Court ruling on gender recognition under the Equality Act 2010 and how single sex toilets might discriminate against the trans community. Some facilities will need to be made available that are for universal use. One solution would be the use of disabled toilets for both purposes but it was suggested that signage would need changing to show this. This solution could mean more use of disabled toilets that would then not be so readily available for the disabled. Cllr Presswell will consult South Hams District Council to see how they are responding to the ruling. It was **AGREED** that officers contact NALC to see what the advice has been issued and that the item will be added to the next agenda for formal discussion.

Cllrs also raised the issue of camping on Longmarsh and the lack of sanitary facilities there. It was **AGREED** to put this on the next agenda.

2. ELECTION OF DEPUTY CHAIR

To elect a deputy chair for the Committee.

To was **AGREED** to invite Cllr Robshaw to take the deputy chair role, with Cllr Collinson as a reserve if he declines.

3. CONFIRMATION OF MINUTES

To approve the minutes of 24th March 2025 and update on any matters arising.

The minutes were **AGREED unanimously** as an accurate record of proceedings. Matters arising:

Item 4 – Devon Wildlife Trust Atlantic Rainforest Project.

- a. It was **RESOLVED** that the Atlantic Rainforest project at Bowden Pillars Farm is added to the Open Space, Sports, Recreation and Wellbeing Plan as an accessible natural space. [Note: This has been actioned – new serial F14 - with the website version updated].
- b. It was **RESOLVED** that it supports in principle any future request from Devon Wildlife Trust to erect specific signage on Kingsbridge Hill about the Atlantic Rainforest Project, and that accessible features should be considered (for example an audio description, raised images, braille description). [Note: Devon Wildlife Trust have been emailed to update them on this position and Cllr Auletta has been liaising.]

Item 7 – Community Awards. It was **RESOLVED** to agree two winners for the individual award, two winners for the group award and one winner for the lifetime achievement award, as outlined in the confidential report.

4. STRATEGY DELIVERY WORKING GROUPS

To consider any recommendations and note the minutes from the following (documents attached):

a. Economy Working Group, 10th June 2025.

Noted.

b. Environment and Public Realm Working Group, 28th May 2025.

Noted.

3a. Water Meadow: To **RECOMMEND** to Full Council that the Council supports the idea in principle subject to further detail and information. However, the Working Group does have some concern about the salinity of the site and the proximity to the main road for the area's safety for use as a forest garden for school children/young people.

6. Delivery Plan: PRD2.C Longmarsh, PRD2.E Seagull Survey, PRD2.G Entry to Fore Street Sign and PRD2.H Castle Street Bollard – it was **AGREED** that these items are removed from the delivery plan as they are complete/no longer to be pursued.

5. DEPUTY MAYOR CHAINS

To consider a request for the Deputy Mayor chains to be removed for the engraving of a name.

It was **AGREED** by majority to reject the request for several reasons but principally because it starts a tradition that cannot be maintained due to the finite number of links. However, it was **AGREED** that the Environment and Public Realm Working Group are asked to look at possible options of formally recording deputy mayors (for example a book or a formal listing kept in the Guildhall) as well as the hanging of photos of previous Mayors on the Council Chamber walls.

6. COMMUNITY COMPOSTING

To:

a. Consider the findings of the community composting survey (document attached); and

The Council position is unchanged – it continues to support the idea of community composting in principle but cannot give full support until a viable site has been identified.

Discussions included:

- Alternative composting may be just as attractive for the public and it wouldn't be used much if the site was too remote.
- Concern that the survey showed a low number willing to volunteer with the project so that could make it unworkable.

- The need for the Committee to review the proposal again when the site was found and more detail is provided on how it would work.

b. Note that the proposed composting site at Follaton House is no longer an option.

Noted.

7. LINK COUNCILLOR REPORTS

To consider introducing link councillor reports as a standing item to the Town Matters agenda.

It was **AGREED** that link councillor reports will be added as a standing item to the Town Matters agenda.

8. OPEN SPACE, SPORTS, RECREATION AND WELLBEING PLAN UPDATE

To update on any general matters linked to the Open Space, Sports, Recreation and Wellbeing Plan (standing item).

Cllr Auletta updated that she has produced a map which shows the open spaces. It was **AGREED** that the table in the plan needs updating as the status of some projects has changed.

9. DATE OF NEXT MEETING

To note the date of the next meeting of the Town Matters Committee – Monday 28th July 2025 at 6.30pm.

Noted.

The meeting closed at 8.10pm.

Christina Bewley
Finance and HR Manager

ITEM 5 – RECOMMENDATIONS FROM COMMITTEE

5a. Full Council 2nd June 2025

No recommendations.

5b. Council Matters 9th June 2025

Item 5. Communications and Social Media Protocol. To **RECOMMEND** to Full Council that the revised Communications and Social Media Protocol is adopted.

Item 6. Anti-Fraud and Corruption Policy. To **RECOMMEND** to Full Council that the revised Anti-Fraud and Corruption Policy is adopted.

5c. Planning Committee 16th June 2025

Item 5a – August Meeting. To **RECOMMEND** to Full Council that delegated authority is given to the Clerk in August to respond to planning applications based on comments from members of the Planning Committee.

5d. Town Matters Committee 23rd June 2025

Item 4b. Environment and Public Realm Working Group, 28th May 2025.

Water Meadow: To **RECOMMEND** to Full Council that the Council supports the idea in principle subject to further detail and information. However, the Working Group does have some concern about the salinity of the site and the proximity to the main road for the area's safety for use as a forest garden for school children/young people.

ITEM 6B – STRATEGIC REVIEW OF MARKETING AND COMMUNICATIONS, BUSINESS SUPPORT AND TOURISM SERVICES

DRAFT Totnes Town Council – Consultant Brief

Strategic Review of Marketing and Communications, Business Support and Tourism Services

Deadline for tenders: 7th August 2025

Contact: Catherine Marlton, Town Clerk, clerk@totnestowncouncil.gov.uk

1. Introduction and Background

Totnes Town Council is commissioning a review of its strategic communications, stakeholder engagement, business support, and tourism promotion functions —focusing on how these align with the Council’s wider role in relation to civic leadership, enabling **local democracy**, building **community trust**, and influencing other key stakeholders. This function plays a critical role in maintaining transparency, building trust, supporting local priorities including economic growth, protecting and enhancing reputation and enabling civic participation.

This review comes at a time of organisational reflection and transition, with interim staffing arrangements in place to allow for considered assessment and forward planning.

Currently, the Council employs:

- A **part-time Economic Support Officer** (permanent)
- A **part-time Marketing and Communications Officer** (12-month fixed term, in recruitment)

These roles manage:

- The **Visit Totnes** tourism brand (website, social media, press engagement)
- Local business-facing activities including the **Totnes Guide**
- Broader **Town Council communications**, including website, newsletters, and media relations

The Council is now seeking an **independent, experienced consultant** to evaluate the effectiveness and future potential of these functions.

2. Purpose of the Review

The review aims to:

- Evaluate the effectiveness, reach, and coherence of the Council’s strategic communications, public information, marketing and brand management, media and stakeholder management, crisis communications and public engagement functions including its staffing and delivery approach
- Explore **alternative delivery options**, including retaining, restructuring, or outsourcing the tourism function
- Consider the role of tourism marketing to the local economy within a broader framework of civic engagement, influence, and narrative coherence
- Integrate insights from the **Community Economic Plan** consultation (led by South Hams District Council)
- Provide options for **sustainable delivery models** that align with both councillor priorities and economic needs
-

3. Key Deliverables

The consultant is expected to deliver:

1. **A Strategic Review Report** including:

- Audit of current operations, capacity, and function across tourism, business support, public engagement, and strategic communications
 - An assessment of the economic and reputational value added of the Visit Totnes brand and related services (taking into account other tourism related services in Devon; South Hams etc)
 - An assessment of the opportunities to enhance civic engagement and to better align communication outputs to TTC’s strategy.
 - An assessment of how effectively the Council tells its story, builds trust, and influences public discourse and key actors
 - Stakeholder analysis (including interviews with councillors, officers, and external business partners)
 - Options appraisal for future service delivery (internal, hybrid, outsourced models) ensuring the optimal balance between civic, economic, and reputational objectives
 - Recommendations grounded in best practice, local need, reputational enhancement, TTC’s democratic responsibilities, community engagement and return on investment
2. **Presentation to Full Council** summarising findings and recommended next steps

4. Methodology

It is expected that the consultant will:

- Conduct a **communications audit** using principles from systems theory and excellence in public communication
- Use a combination of **quantitative and qualitative methods**, including:
 - Interviews with **Town Councillors**, the **Town Clerk**, and **officers**
 - Focus groups or surveys with local businesses (particularly those engaged with Visit Totnes)
 - Desk review of existing materials, budgets, media output, civic engagement work, and relevant reports
- Analyse findings through the lens of strategic communication theory, ensuring a robust, evidence-based review

5. Consultant Profile

The successful applicant will likely:

- Be **CIPR-qualified** or equivalent demonstrable experience
- Have **10+ years’ senior-level experience** in public sector communications, economic development or tourism
- Demonstrate a solid understanding of **local government**, stakeholder engagement, and destination branding
- Be able to balance **strategic insight** with **operational awareness**
- Be independent, with **no current stake** in Totnes’s tourism or Council activities

6. Timescales

Stage	Date
Deadline for submissions	7 th August 2025
Appointment made	Early September 2025
Interviews and desk research	September-October 2025
Draft report	November 2025
Final report and presentation to Council	December 2025

7. Budget

The budget for this review is up to **£10,000** inclusive of VAT and all expenses.

8. Submission Requirements

- A brief proposal (no more than 6 pages) including:
 - Your approach and methodology
 - Timeline and key milestones
 - Relevant experience and case studies
 - Fee structure
- CV(s) of key personnel
- Two references from previous clients

9. Additional Notes

- The consultant should consider and reference the **Community Economic Plan consultation results**, expected by September 2025.
- There are **diverse views** among Council Members on the use of public funding for tourism and destination marketing—recommendations must account for this political context.

ITEM 9 – PLANNING APPLICATION 2929/23/FUL

Council is asked to consider any amendment to the Planning Committee's comments previously submitted on planning application 2929/23/FUL solar array at Littlehempston Water Treatment Works, should the application go before the South Hams District Council Development Management Committee.

[Note: Where the Council has provided comments in support for or in objection to an application, they are usually invited to send a Councillor to speak at the SHDC Development Management Committee. It has been confirmed with SHDC that this application will NOT be on the 10th July agenda.]

The Planning Committee comments that have been submitted when the application has previously been considered are below, and these remain extant.

Planning Committee – Dec 2023.

4a. 2929/23/FUL - Installation of photovoltaic solar arrays together with transformer stations, site accesses, internal access tracks, security measures, access gates, other ancillary infrastructure and landscaping and biodiversity enhancements. Land at Littlehempston Water Treatment Works, Hampstead Farm Lane, Littlehempston, TQ9 6LZ.

Object. The Committee has the following comments:

- Concerns on lack of flood assessment data.
- Concur with the heritage concerns raised by Heritage England.
- Visual impact from miles around.
- Loss of Grade 3A Farmland.
- Residents concerns.
- The size of the proposal (particularly when existing buildings do not have panels).
- The ecological impact (particularly on sites 5 and 6 which are floodplain grazing marshland as identified by DCC).
- Impact on and lack of consultation with the Heritage Railway.

Planning Committee - August 2024 (when revised plans had been submitted):

3a. 2929/23/FUL - READVERTISEMENT (revised plans and documents) Installation of photovoltaic solar arrays together with transformer stations, site accesses, internal access tracks, security measures, access gates, other ancillary infrastructure and landscaping and biodiversity enhancements. Land at Littlehempston Water Treatment Works, Hampstead Farm Lane, Littlehempston.

The Committee voted to suspend Standing Orders to allow District Cllr Allen to speak about bat numbers in Buckfastleigh which have significantly decreased this year. The Committee voted to return to Standing Orders.

Object. The Committee supports the concerns raised by Staverton Parish Council about transport routes to the site and has the following additional concerns:

- Temporary compound for works buildings and tarmacked area is shown on the plans - concerns that this could lead to longer-term, permanent retention of these buildings and the tarmacked surface if the plans for the wider scheme are approved. It is noted that some of these buildings already appear to be in place.

- Impact on biodiversity - the flood plain and grazing marsh habitat would be lost and it is the only example on the River Dart. This point hasn't been identified in officer comments from the South Hams District Council or Devon County Council.
- Footpath/cycle path – the plans do not show the proposed footpath and cycle path link from Littlehempston to Totnes. South West Water has a statutory commitment to increase access across its land.
- Impact on Bats - effect of the solar array on the behaviour of greater horseshoe bats which use the river corridor from Brixham to feed and reach the roost in Buckfastleigh; and the loss of animal grazing on the grazing marsh will be detrimental to dung beetle numbers which the greater horseshoe bats feed on.
- The Historic England comment is useful. However, it hasn't assessed the impact of the solar farm on views from the riverside path.

If the District Council is minded to support this application, the Planning Committee of the Town Council would want it conditioned that:

- a. The works compound area of buildings and tarmac area are returned to grass/farmland once construction is complete; and
- b. Cycle and footpath is shown/included in the planned development area drawings as part of South West Water's statutory commitment to increase access to its land and provide a much needed off-road route between Littlehempston and Totnes.

ITEM 10 – COUNCILLOR REPRESENTATIVES ON OUTSIDE BODIES

For the past few years, there has been a councillor representative to the Totnes Community Development Society (TCDS). TCDS no longer exists and has been replaced by Totnes Community Builders (TCB). On notifying TCB of the Councillor representatives to the organisation for 2025 they have responded to say that it would be more appropriate for the Council representative(s) to be linked to The King Edward VI College Site Foundation, the charity which holds The Mansion.

Cllrs are asked to consider this change and how it relates to the organisation which has the day-to-day running of The Mansion on behalf of the KEVIC Site Foundation (which was previous TCDS, and in the report for 2023 (submitted Oct 2024 to The Charity Commission).

ITEM 11 – 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
July 2025	Monday 7 th	Monday 14 th	Monday 21 st	Monday 28 th
August 2025	Recess Committee Monday 11 th	None	None	None
September 2025	Monday 1 st	Monday 8 th	Monday 15 th	Monday 22 nd
October 2025	Monday 6 th	Monday 13 th	Monday 20 th	None

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

Environment and Public Realm Working Group – 30th July at 4.30pm [4pm site visit to the Civic Square and Rotherfold]

August

Recess Committee – Monday 11th August at 6.30pm

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

October

Full Council – 6th October at 6.30pm

Council Matters Committee – 13th October at 6.30pm

Planning Committee – 20th October at 6.30pm

Traffic and Transport Forum – 22nd October 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

Clr Auletta

OSSRW (Open Spaces, Sports, Recreation and Wellbeing)

- Supported Fusion's free class offering for Transition Town Totnes. There were about 25 people in the class, including some new to Fusion. A success!
- Organised meeting with Morrisons Store Manager and South Hams District Council (SHDC) Active Travel officer to discuss potential locations for an additional bike rack and an e-bike stand at Morrisons.
- Devon Wildlife Trust (DWT) Signboard - awaiting confirmation from their Comms Officer re budget allocation.
- Conversation re use of Lower Field by Totnes & Dartington Football Club - with meeting arranged to follow up.
- Attended the Pesticide-Free Devon Conference in Newton Abbot where I was able to network with DWT's Chief Exec, and their Wilder Communities officer re Bowden Pillars.

Traffic & Transport

- School Travel Plans - now in contact with Sam Battershall at KEVICC to get stats re pupil journeys.
- Traffic and transport Forum Steering Group meeting with Caroline Voaden MP: I gave a short presentation on the health benefits of active travel and Exeter's recent Iron Bridge upgrade to support cycling and pedestrian safety.

Economy Working Group/Community Economic Plan

- Leafleted businesses on the Industrial Estate.
- Attended Cott Inn SHDC consultation event (very poor turnout from Dartington Businesses).

Clr Beavis

The Mansion

- As Totnes Community Builders (TCB) are no longer connected with The Mansion, the latter have suggested Clr Emily Price and myself transfer to The Mansion as link cllrs.
- On Saturday 7th June, The Mansion held an open day. Some of the business groups are keen to include activities for the wellbeing of the younger generations, related to their business models. During the event The Old Totnesian's Society presented a £20,000 plus cheque to The Mansion team. It is ring fenced for "Children's Educational Activities" at The Mansion and will be administered by their team. Suggestions are welcomed.
- The Old Tot's Soc. is folding due to a decrease in numbers and with several of the members present they sang the school song "Vivat Floreat Totnesia" for one last time.
- Going solo for the first time our Deputy Mayor Clr Trant was present and took advantage of the photographic opportunities. From his conversation with the Mansion team an idea to hold a Trustee Fair has been put forward with the intention to make awareness of volunteer positions within the local charitable organisations.
- Finally, The Mansion is trying to raise funding to install solar panels on the library roof.

CALENDAR OF TOTNES TOWN COUNCIL MEETINGS 2025/26

	Full Council	Council Matters Committee	Planning Committee	Town Matters Committee	Traffic and Transport Forum
	Monthly	Monthly	Monthly	Bimonthly	Quarterly
Officers attending	Catherine Marlton	Catherine Marlton (Cover by Christina Bewley)	Sara Halliday	Sara Halliday	Lisa Baumback (Forums only)
Aug* = 2	Full Meeting* 11 th	None	Meeting* 18 th	None	None
Sep = 4	Full Meeting 1 st	Meeting 8 th	Meeting 15 th	Meeting 22 nd	None
Oct = 3	Full Meeting 6 th	Meeting 13 th	Meeting 20 th	None	Forum (22 nd @ 6.30pm) & SG
Nov = 4	Full Meeting 3 rd	Meeting 10 th	Meeting 17 th	Meeting 24 th	Steering Group if required*
Dec = 3	Full Meeting 1 st	Meeting 8 th	Meeting 15 th	None	None
Jan = 5	Full Meeting 5 th	Meeting 12 th	Meeting 19 th	Meeting 26 th	Forum & AGM 28 th @ 6.30pm
Feb = 4	Full Meeting 2 nd	Meeting 9 th	Meeting 16 th	None	None
Mar = 5	Full Meeting 2 nd	Meeting 9 th	Meeting 16 th	Meeting 23 rd	Steering Group if required*
Apr = 4	Full Meeting 13 th	Meeting 20 th	Meeting 27 th	None	Forum (29 th @ 6.30pm) & SG
May = 4	Annual Meeting 11 th	Meeting 18 th	Meeting 21 st or 28 th	None	None
Jun = 4	Full Meeting 1 st	Meeting 8 th	Meeting 15 th	Meeting 22 nd	Steering Group (SG) if required*
Jul = 6	Full Meeting 6 th	Meeting 13 th	Meeting 20 th	Meeting 27 th	Forum (29 th @ 6.30pm) & SG

*If required. The Traffic and Transport Steering Group meetings are not open to all (Steering Group members only).