



## AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL MONDAY 1<sup>ST</sup> SEPTEMBER 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 1<sup>st</sup> September 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.

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*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 – document attached [page 4].
- d. District Cllr Presswell – document attached [page 7].

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*The Council will convene to consider the following items:*

#### 3. CLERK'S REPORT (Standing Item)

To note the Clerk's Report for July and August 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 7<sup>th</sup> July 2025 – document attached [page 8].
- b. Recess Committee 11<sup>th</sup> August 2025 – document attached [page 12].

To note the following minutes:

- c. Council Matters Committee 14<sup>th</sup> July 2025 – document attached [page 14].
- d. Planning Committee 21<sup>st</sup> July 2025 – document attached [page 16].
- e. Town Matters Committee 28<sup>th</sup> July 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 7<sup>th</sup> July 2025.
- b. Recess Committee 11<sup>th</sup> August 2025.
- c. Council Matters Committee 14<sup>th</sup> July 2025.
- d. Planning Committee 21<sup>st</sup> July 2025.
- e. Town Matters Committee 28<sup>th</sup> July 2025.

## 6. STRATEGY DELIVERY WORKING GROUP UPDATES

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

## 7. SOUTH HAMS DISTRICT COUNCIL INFORMAL CONSULTATIONS

To consider any response to South Hams District Council on the following informal consultations:

- a. Parking Permits in Totnes. Document attached [page 25].
- b. Dates for two days free parking for Christmas. Document attached [page 26].

## 8. STATEMENT OF LICENSING POLICY CONSULTATION

To consider any response to the South Hams District Council Statement of Licensing Policy consultation (deadline for comments is 30<sup>th</sup> September). Document attached [page 27].

## 9. COMMITTEE MEMBERSHIP

To consider Cllr Price becoming a member of the Town Matters Committee. No document.

## 10. 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 29].

## 11. NEXT MEETING

To note the next meeting date of Monday 6<sup>th</sup> October 2025 for Full Council, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

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

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## 12. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

## 13. MARKETING AND COMMUNICATIONS REVIEW APPOINTMENT

To ratify the appointment of a consultant to carry out the strategic review of Marketing and Communications, Business Support and Tourism Services (commercially sensitive). Document attached.

## 14. CIVIC HALL ROOF

To consider the quotes received for works to the Civic Hall flat roof (commercially sensitive). Documents 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

27<sup>th</sup> August 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.**

## ITEM 2 – COUNTY AND DISTRICT COUNCILLOR REPORTS

### Item 2c – District Councillor Birch Report

**John Birch**  
**SHDC Member for Totnes**  
**Report to the meeting to be held on**  
**Monday 1 September 2025**

I report on the following.

#### **SHDC launches a new water monitoring project to help tackle pollution**

South Hams District Council is ramping up efforts to tackle water pollution so communities, experts and agencies could better understand what was happening in the area's rivers and estuaries. Totnes based marine tech firm Teledyne Valeport working with SHDC is supplying the equipment to enable the public to see real-time data on water quality in key areas across the district for the very first time.

The data to be produced will be shared publicly via an online dashboard towards the end of 2025.

The council has teamed up with local environmental groups who have been pushing for better river health. The water monitoring project will cover the rivers Dart, Yealm, Avon, Erme and the Salcombe to Kingsbridge Estuary. Community-led River and Estuary groups had helped shape the project, including advising on the best locations in which to put the sensors.

The SHDC Executive Member for Climate Change and Biodiversity John McKay said it was a brilliant example of collaboration between communities, researchers and businesses to help tackle real problems.

He added: "Local groups have been key to shaping this project and now we are giving them, and everyone else, access to real-time water quality data so we can all play a part in protecting our rivers and coastline."

The project has been funded by the government and is being delivered in partnership with Innovative UK, the University of Plymouth and Teledyne Valeport.

The Environment Agency and local harbourmasters have also supported the project.

Innovation and project manager at Teledyne Valeport Amy Thompson said its sensors were able to provide the kind of real-time insights into water quality that it hopes will tackle water pollution. She said: "This project is utilising our latest sensors, all designed and manufactured at our Totnes facility. It's incredibly rewarding to see our instruments that are used worldwide being applied to such an important local initiative."

#### **SHDC welcomes views on the future of council services**

South Hams District Council is holding a series of events in September and October to give residents and local communities the opportunity to help shape the future of Devon.

The government has set out its plans for re-organising local government. As a result, the way council services are delivered will be changing and residents are being invited to attend any of the 15 public engagement sessions to discuss its proposals, ask questions and help inform the council's thinking.

The government asked for the council's initial ideas earlier in the year and which are set out below. The 1:4:5 plan, which is South Hams District Council's preferred choice, is supported by most Devon Councils and would see the creation of three councils which would deliver all the services in their area (unitary authorities).

- Plymouth Unitary Authority - on its existing footprint
- South West Devon Unitary Authority - West Devon, South Hams, Teignbridge and Torbay.
- Northern Devon and Exeter Unitary Authority – East Devon, Mid Devon, North Devon, Torridge and Exeter.

The council has been asked to submit final proposals for new structures by 28 November 2025.

Councillor Dan Thomas, Leader of South Hams District Council, said: "In the future South Hams District Council will no longer exist because national government has decided to change the way local government is structured. We are a Council that delivers good services in our area, so it will be sad to see it disappear, but I am committed to getting the best deal possible for our residents and communities.

"I believe our 1-4-5 proposal is the best option for everyone in Devon – not just those of us who live and work in the South Hams. It is big enough to harness opportunities efficiently, but small enough to stay connected to our communities and respond to local needs, while meeting all the Government criteria.

"We are working hard to create a final plan that works for everyone. That is why it's so important to hear the voices in our communities, they are at the heart of what we do now and this must continue in the future. We are talking with our town and parish councils and other stakeholders, and we would like to hear from you, so we can understand what is important to you. This will help shape a final proposal which works for the South Hams and the whole of Devon.

"So please fill out our [survey](#), and book on one of our engagement events– we want to know what matters to you."

The Totnes engagement event will be held at Follaton House, Totnes on 9 October and will start at 18:15 and end at 20:00 with doors opening at 18:00:

Residents are invited to have their say on South Hams District Council's website. This includes the survey and more information on local government reorganisation <https://www.southhams.gov.uk/local-government-reorganisation>

### **Community-led housing scheme underway**

SHDC is proud to support Clay Park, a landmark development in Dartington, now formally underway thanks to a partnership between Aster Group and Transition Homes Community Land Trust (CLT).

The project will deliver 39 energy-efficient, 100% social-rent homes reserved for people with strong connections to Dartington and neighbouring parishes.

The council has invested a total of £623,000—including an additional injection of £300,000 earlier this year—to help make this innovative scheme a reality.

The homes range from six one-bedroom flats or maisonettes to houses with up to four bedrooms. Community features such as an orchard, allotments, and a community building are also planned once residents begin moving in.

Commenting on the development, Councillor Denise O’Callaghan, the Lead Member for Housing said: “It’s great to see this important development moving forward. Housing is our top priority, and we’re proud to have invested in a scheme that reflects our ambitions to provide genuinely affordable housing for local people. With strong community roots and a focus on sustainability, Clay Park shows what can be achieved through true partnership working.”

Construction is underway, and the homes are expected to be available for occupation via Devon Home Choice by late 2026.

### **Pavement tables and chairs licences**

SHDC has started to implement the legislation around outside seating and making sure that businesses that provide furniture on the Highway are licenced to do so.

Prior to the pandemic, Devon County Council issued outside seating licences. During the pandemic, the Business and Planning Act (BPA) 2020 streamlined the process to allow businesses to secure these licences quickly by placing temporary responsibility on District Authorities.

The Levelling Up and Regeneration Act 2023 made the provisions set out in the Business and Planning Act (BPA) 2020 permanent from 1 October 2024. The Ministry of Housing, Communities & Local Government’s [Pavement Licence Guidance](#) was published in April 2024. .

SHDC has a duty under Section 149 of the Equality Act 2010 to have due regard to: the need to eliminate unlawful discrimination, advance equality of opportunity between people who share a protected characteristic and those who do not and foster or encourage good relations between people who share a protected characteristic and those who don’t.

When determining whether furniture constitutes an unacceptable obstruction, the provisions require that local authorities to consider the needs of disabled people. To do this, authorities should consider the matters within the [guidance](#) and also advice within section 3.2 of [Inclusive Mobility](#) best practice.

One of the considerations which may be the most challenging for business is regarding the minimum distance of available space. The guidance and the inclusive mobility best practice sets out that that footways and footpaths should be as wide as practicable, but under normal circumstances a width of 2000mm is the minimum that should be provided, as this allows enough space for two wheelchair users to pass, even if they are using larger electric mobility scooters. Local authorities should take a proportionate approach if this is not feasible due to physical constraints. A minimum width of 1500mm could be regarded as the minimum acceptable distance between two obstacles under most circumstances, as this should enable a wheelchair user and a walker to pass each other.

SHDC has written to business with outside seating to make an application for a licence. It has advised that should an application be received for a pavement licence and the available space of the

pavement is less than 1500mm, then a licence may not be granted as the width of the pavement is insufficient to comply with the guidance.

Further information on pavement licences <https://www.southhams.gov.uk/licensing/pavement-licence>

## **Apologies**

Unfortunately, I will be unable to attend the meeting and offer my apologies. I will be happy to answer any queries or questions arising out of this report. I can be contacted at [Cllr.John.Birch@southhams.gov.uk](mailto:Cllr.John.Birch@southhams.gov.uk).

Cllr John Birch  
SHDC Member for Totnes  
26 August 2025

Item 2d – District Councillor Presswell Report

**District Councillor Report for Totnes Town Council** From Cllr Anna Presswell 28/08/25

### **The Kingsbridge Hill Car Park Viewing point**

An email from the 18 August from Lee Morralley – the Parking Support Officer Lee Morralley SHDC, confirms an increased presence in enforcement on this site, since this was requested on 7<sup>th</sup> July. To date x3 PCN's [Penalty Charge Notice] have been issued. Unfortunately, with the higher presence lately and issuing of PCN's there has been the vandalism of every sign going missing from the site. These have been reinstated.

### **Bridgetown Alive Meeting**

Berry Pomeroy Parish Council has sent their Lengthsman to clear paths and part of bank along Dukes Road.

The Composting Group update is that a grant of £50,000 grant has been applied for from 'Allotments for All'. As well as an ongoing discussion about the possibility of merging a Town Compositing site alongside the Allotment planning with the Allotment Association. Plus a meeting has been arranged with the BA Chair and the Duke of Somerset on 2<sup>nd</sup> September, about land potentially available. More BA Maps are on order for the Bus Shelter Higher Westonfields, and Bus Shelter opposite Seven Stars Hotel.

An application has been submitted to South West Water for funding for £1000 for the Community Café, from SWW's Community Fund grant.

There are a number of footpath that have a lot of overgrowth – in particular Jubilee Road with brambles hanging down and nettles on certain areas half way across path. On October 4<sup>th</sup> the Neighbourhood Group will be active from 10-12 for a Clean-Up Campaign.



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

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

Apologies: Cllr Roberts, District Cllrs Allen and Birch.

In Attendance: Member of the public, C Marlton (Town Clerk) and P Bethel (Town Sergeant).

**1. WELCOME TO ALL ATTENDING AND OBSERVING**

**2. APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS**

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

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

*The Committee will adjourn for the following items:*

**Reports from County and District Councillors.**

- 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 not submitted a report and updated on: the Local Government Association Conference particularly insourcing of services; the '20s Plenty Project – a map of the areas proposed will be circulated to all members; the Caring Town Youth Strategy; and the First Responder proposal.

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

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 confirmed that the Hunting Task and Finish Group remit is limited to South Hams District Council land only.



*The Council reconvened.*

### **3. CLERK'S REPORT**

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

Noted.

### **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 2<sup>nd</sup> June 2025.**

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

To note the following minutes:

#### **b. Council Matters Committee 9<sup>th</sup> June 2025.**

Noted.

#### **c. Planning Committee 16<sup>th</sup> June 2025.**

Noted.

#### **d. Town Matters Committee 23<sup>rd</sup> June 2025.**

Noted.

### **5. 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 2<sup>nd</sup> June 2025.**

No matters arising.

#### **b. Council Matters Committee 9<sup>th</sup> June 2025**

Item 5. Communications and Social Media Protocol. It was **RESOLVED** unanimously that the revised Communications and Social Media Protocol is adopted.

Item 6. Anti-Fraud and Corruption Policy. It was **RESOLVED** unanimously that the revised Anti-Fraud and Corruption Policy is adopted.

#### **c. Planning Committee 16<sup>th</sup> June 2025**

Item 5a – August Meeting. It was **RESOLVED** unanimously that delegated authority is given to the Clerk in August to respond to planning applications based on comments from members of the Planning Committee.

#### **d. Town Matters Committee 23<sup>rd</sup> June 2025.**

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

Water Meadow: It was **RESOLVED** 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 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 **RESOLVED** that these items are removed from the delivery plan as they are complete/no longer to be pursued.

## **6. STRATEGY DELIVERY WORKING GROUP UPDATES**

**To:**

### **a. Receive an update from the Chairs of the Strategy Delivery Working Group Chairs.**

Community Working Group – Cllr Bennett confirmed that the next meeting will be held on 15<sup>th</sup> July 2025 where the community mapping/audit/options document is the priority for discussion before being considered by Council Matters in the Autumn.

Economy Working Group – Cllr Auletta updated on the Community Economic Plan which is still a live consultation. Thanks were extended to Cllr Roberts for all his work on the project. The in-person networking meetings have had mixed success, with the Totnes Cinema event being well attended but the Dartington based one at The Cott less so.

Environment and Public Realm Working Group – Cllrs Auletta and Hodgson fed back on positive site meetings and the undertaking of the biodiversity survey on Castle Meadow. There was informal support for considering areas of planting to encourage biodiversity, initially on Castle Meadow but looking ahead for Borough Park. This will be discussed in a future Working Group meeting.

### **b. Consider the draft consultant brief for the Strategic Review of Marketing and Communications, Business Support and Tourism Services.**

It was **RESOLVED** to accept as drafted the consultant brief for the strategic review of marketing and communications, business support and tourism services.

## **7. RECESS COMMITTEE**

**To consider the appointment of a recess committee to meet on 11<sup>th</sup> August 2025.**

It was **RESOLVED** to appoint a Recess Committee with full delegated authority of Full Council as proposed. All members are invited to attend with a minimum required of 3 attending to ratify urgent decisions (currently anticipated to be the ratification of two new staffing appointments).

## **8. COUNCIL GRANTS POLICY REVIEW**

**To consider the recommendations from the Council Grants Process Task and Finish Group.**

It was **RESOLVED** unanimously that there is no further allocation of funding at this time, and that this is reviewed when the Community Audit has concluded in the autumn.

## **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.**

It was **RESOLVED** to defer the exact wording for submission to South Hams District Council to the Planning Committee. However, Full Council **AGREED** the need for the Totnes to Littlehempston cycle path, and any decision by the planning authority to grant permission for the solar development should be on the condition that adequate funding and delivery of this element is secured. It should be noted that Cllr Hodgson abstained from the vote. It was reiterated by members that Full Council

support for the cycle path does not undermine the already submitted concerns about the solar proposal.

**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.**

It was **RESOLVED** to withdraw Councillor representation from Totnes Community Builders and that Cllrs Beavis and Price are councillor representatives to The King Edward VI College Site Foundation (The Mansion).

**11. LIST OF MEETING DATES AND COMMUNICATIONS POINTS**

**To note a list of upcoming meeting dates and annual meetings calendar, Council communications points and link Councillor/ Councillor representatives on outside bodies updates.**

Noted.

**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.**

Noted.

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

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**13. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)**

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

None.

**14. GUILDHALL COTTAGE**

**To consider the repairs required and future use of Guildhall Cottage**

It was **RESOLVED** to do the essential remedial works required to the Cottage, up to the point Listed Building Consent would be required. The Clerk and TMO will liaise with Cllr Auletta on this first phase. It was accepted that this would result in a significant loss of income that should be reflected in the current year budget monitor and will need to be reflected in future budget forecasts.

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

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

None.

The meeting closed at 9.00pm.

Cllr Tim Bennett  
Chair



**DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL RECESS COMMITTEE**  
**MONDAY 11<sup>TH</sup> AUGUST 2025 IN THE GUILDHALL**

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

Apologies: Cllrs J Cummings, T Robshaw and M Trant.

Not Present: Cllrs A Presswell and E Price.

In Attendance: Member of the public, C Marlon (Town Clerk).

**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.

**3. PLANNING APPLICATION 1926/25/FUL**

**To consider the following planning application 1926/25/FUL - READVERTISEMENT (Revised proposal & revised plans) Proposed extension to petrol filling station sales building, installation of jet wash facilities, retention of existing shipping container, erection of bin store & associated works. Morrisons Service Station, Station Road, Totnes, TQ9 5JR.**

Discussion was held on the planning application for Morrisons Service Station. Members raised concerns regarding traffic impact and environmental considerations. It was **RESOLVED** to submit the council's objection with detail as below, and to request the application is considered by the SHDC Development Management Committee, rather than at officer level. Cllr Hodgson abstained from the vote.

- Disabled parking space adjacent to exit is no longer visible on entry to the site. Prior to the installation of the container and fencing it was possible for disabled drivers to see whether the space was occupied or not as they pulled in, giving better equity of access.
- The pedestrian safety of the site is inadequate, particularly for children using the store to and from school.
- The cycle rack locations require cyclists to cross the vehicular entrance to the forecourt. This is unnecessarily dangerous.
- Although the visibility splay may technically comply, the context has been lost when making this assessment when considering pedestrians crossing the entrance and exit, the curve of the road and the nearby pedestrian crossing.

- The storage container should be located elsewhere on the site due to visibility and environmental/visual impact concerns.
- There is insufficient parking onsite with the proposed additional jetwashes, particularly with the proposed café area. This could cause traffic queuing onto the road.
- The jet washes would block the clearly well used footpath across the green space on the corner of the site.
- The previous objections for visual impact, including the front fence, still stand.

Councillors asked whether the café extension would mean the store comes under government guidance for the restriction on placement of high fat, salt and sugar (HFSS) products, and thereby may need to comply accordingly.

#### **4. STRATEGY DELIVERY WORKING GROUPS**

**To consider an urgent recommendation from the Environment and Public Realm Working Group, 30<sup>th</sup> July 2025 about the Civic Square.**

It was **RESOLVED** to move this item to the confidential session given the commercial and legally sensitive discussion required.

#### **5. NEXT MEETING**

**To note the next meeting date of Monday 1st September 2025 for Full Council, 6.30pm public session, 7.00pm formal meeting in the Guildhall.**

Noted.

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

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Item 4. The urgent considerations from the Environment and Public Realm Working Group regarding the Civic Square was discussed. It was **RESOLVED** to write to SHDC outlining the proposal of the Working Group.

#### **6. STAFF APPOINTMENT**

**To ratify the appointment of (personal details):**

**a. Assistant Town Maintenance Officer.**

**b. Marketing and Communications Officer.**

It was **RESOLVED** to ratify the appointments of the Assistant Town Maintenance Officer and the Marketing and Communications Officer.

It was **RESOLVED** to accept the salary request from the Marketing and Communications Officer.

The meeting closed at 7.50pm.

Cllr Tim Bennett  
Chair



## **DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 14<sup>TH</sup> JULY 2025 AT 6.30PM IN THE GUILDHALL**

**Present:** Councillors D Peters (Chair), L Auletta, C Beavis, T Bennett, J Chinnock and J Hannam.

**Apologies:** Cllrs Price and Trant.

**In Attendance:** Cllr Hodgson, 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 9<sup>th</sup> June 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. MAYOR'S ENGAGEMENTS AND BUDGET**

**To consider the Mayor's engagements since April 2025 and the current budget.**

The Mayor's engagements and budget was **AGREED** unanimously.

### **5. FINANCIAL REGULATIONS**

**To review the Financial Regulations.**

To **RECOMMEND** to Full Council that the revised Financial Regulations are adopted.

### **6. DEATH OF A SENIOR NATIONAL FIGURE PROTOCOL**

**To review the Death of a Senior National Figure Protocol.**

To **RECOMMEND** to Full Council that the revised Death of a Senior National Figure is adopted subject to updates to Annex D.

## **7. HOME WORKING POLICY**

**To review the Home Working Policy.**

It was **AGREED** to adopt the Home Working Policy.

## **8. MATERNITY, PATERNITY, ADOPTION AND NEONATAL LEAVE AND PAY POLICY**

**To review the Maternity, Paternity, Adoption and Neonatal Leave and Pay Policy.**

It was **AGREED** to adopt the Maternity, Paternity, Adoption and Neonatal Leave and Pay Policy.

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

**To note the date of the next meeting of the Council Matters Committee – Monday 8<sup>th</sup> September 2025 at 6.30pm in the Guildhall.**

Noted.

*The Committee will be asked to **RESOLVE** to exclude the press and public “by reason of the confidential nature of the business” to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960. (CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)*

## **10. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)**

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

These were reviewed and **AGREED**.

## **11. POTENTIAL LOAN FROM TOTNES MUSEUM**

**To consider a potential loan from Totnes Museum (legal).**

To **RECOMMEND** to Full Council that the item bequeathed to the Museum from Judy Westacott’s estate should be taken on loan and displayed at the Guildhall. This is subject to: insurance being checked; the inventory of Guildhall items being updated accordingly; and confirmation in writing from the Museum that they are content with the arrangement.

## **12. STAFF ATTENDANCE**

**To note sickness and overtime balances (staffing).**

Noted.

## **13. STAFFING UPDATE**

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

None.

The meeting closed at 7.25pm

Catherine Marlton

Town Clerk

July 2025



## **DRAFT MINUTES FOR THE PLANNING COMMITTEE MONDAY 21<sup>ST</sup> JULY 2025 IN THE GUILDHALL**

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

Apologies: Cllrs Collinson and Cooper.

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**

A member of the public spoke about the Morrisons Service Station and the impact of the shipping container and fencing on visibility for pedestrians and vehicles exiting the facility (as well as being unsightly), and the slate chippings alongside the footway that are hazardous as the wooden edging is in poor repair and doesn't retain them.

As the applicant for item 4a, a member of the public explained the impracticalities of the garage which is too small for modern vehicle use and that the road provides insufficient space for a turning circle of a small car to go into the garage. They also set out that the current habitable space and garage space are below Government requirements.

The Committee reconvened.

### **2. CONFIRMATION OF MINUTES**

**To approve the minutes of 15<sup>th</sup> June 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. 1959/25/TPO – TPO ; T1: Oak - crown thin up to 20%, lateral reduction by up to 2m in all sides, crown life on W side to 3m from ground level, due to excessive shading, encroachment on neighbours and risk of failure in high winds. 14 Southcote Orchard, Totnes, TQ9 5PA.

Comment – the Committee is concerned about a lack of detail to support this application as no arboricultural report has been submitted, and the proposed work will have an adverse impact on



biodiversity, water uptake and visual amenity in the area. The Committee would request that the South Hams District Council (SHDC) Tree Officer inspects the tree and advises on any or appropriate works.

3b. 1854/25/TCA – T1: Oak - Fell due to it being situated in an inappropriate location and appears to have self-seeded & established, T2: Chestnut - Fell due to the tree's root plate affecting the wall & being located within a restricted area for future development & T3: Sycamore - Fell due to the tree impacts the BT lanes by exerting pressure on them. Moor House, Jubilee Road, Totnes, TQ9 5BP. Comment – the Committee supports the proposed works to T1 (Oak) and T2 (Chestnut). However, for T3 (Sycamore) they question the need to fell the tree rather than reduction. The Committee would request that the SHDC Tree Officer inspects T3 and advises on any or appropriate works.

3c. 1862/25/TCA – T1: Yew - Reduce over extended limb by 2m on East side to bring back into shape & clear building, reduce side over road & building on North Side by 1m to clear & crown raise to 5m to allow clearance. 31-33 Fore Street, Totnes, TQ9 5HH. Support for the works to T1 (Yew).

#### **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. 1836/25/HHO – Householder application for conversion of garage to habitable space. The Loft Cottage, South Street, Totnes, TQ9 5DZ.

Support. However, the Committee would wish to see timber rather than render used on the exterior wall which it believes is more in keeping with neighbouring properties, and that consideration is given to placing a condition for the dwelling to be 'car-free housing'.

4b. 1870/25/LBC - Listed Building Consent to re-render existing external walls with lime render, replace existing artificial slates with natural slate & insulate roof plus additional minor internal & external alterations. 2 Plymouth Road, Totnes, TQ9 5PH.

Object. The Committee objects to:

- The retention of a single panel glass door as shown at figure 11 on south elevation.
- The changes of materiality for the privacy screening from timber to metal as previously approved.

The Committee would also comment once again on the impact of continuing works on this section of Plymouth Road, particularly the blocking of the footway by construction vehicles and asks that construction management plans are conditioned to include keeping the footway clear at the start and end of the school day to ensure the safety of children and parents.

4c. 1491/25/LBC - Listed Building Consent for; East gable wall - repairs & re-render, North highway facing wall - timber repairs & re-render. 1A Plymouth Road, Totnes, TQ9 5PH.

Support, subject to the Heritage Officer being content with the works proposed.

The Committee would also comment once again on the impact of continuing works on this section of Plymouth Road, particularly the blocking of the footway by construction vehicles and asks that construction management plans are conditioned to include keeping the footway clear at the start and end of the school day to ensure the safety of children and parents.

4d. 1274/25/LBC - Listed Building Consent to replace existing kitchen sash window, with an accoya wood sash window, top panes will be multi paned. New window will be glazed with 14mm heritage double glazing. 8 Bridgetown, Totnes, TQ9 5AB.

Support, subject to the top sash windows not having horns.

4e. 1734/25/ARC – Application for approval of details reserved by condition 4 (Slates) of planning consent 0908/25/LBC. 63 Fore Street, Totnes, TQ9 5NJ.

Overtaken by events – a decision has been made on this application.

## **5. PLANNING APPLICATION 2929/23/FUL**

**At the request of Full Council, 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.**

It was **AGREED** to submit the following comments:

Since Totnes Town Council previously commented on this application in August 2024, the route for a cycle path has been identified in both Devon County Council's (DCC) and South Hams District Council's (SHDC) Local Cycling and Walking Infrastructure Plans (LCWIP) as of importance to connectivity for walking and wheeling. LCWIPs are evidence-based and have been produced by external consultants. In addition, SHDC Full Council and DCC Cabinets have voted unanimously for the route to be prioritised.

The Littlehempston connection is the missing link in the route between Totnes and Newton Abbot connecting 10 villages together to two rural towns along quiet lanes. It will also enable National Cycle Network Route 2, which currently stops south of Ogwell, to be routed through Totnes safely.

From the Sustrans website "Route 2 is a long-distance cycle route which, when complete, will link Dover in Kent with St. Austell in Cornwall via the south coast of England. The route is currently 361 miles long. The only major gaps in this route are between Dawlish and Totnes, and Plymouth to St Austell."

This is a unique opportunity for this cycle path to be delivered after the community has looked for a potential route for 20 years. Given the public concerns raised about the South West Water's proposed solar array, the cycle path would give something back to the community by way of compensation.

Totnes Town Council's previous comments on application 2929/23/FUL made in December 2023 and August 2024 still stand.

## **6. MORRISONS GARAGE ENFORCEMENT (CASE REFERENCE 028698)**

**To consider the planning enforcement decision on the alleged unauthorised building at Morrisons Service Station (case reference 028698).**

It was **AGREED** to ask for the Enforcement case to be reopened to address the following concerns:

- The introduction of the shipping container introduces utilitarian structures in a very visible part in the centre of the town, which goes against Totnes Neighbourhood Plan policies En1.1 & En1.3 (Sustainable development and the settlement boundary) and En2 (development and Design).

- Visibility for vehicles exiting the garage is compromised due to the wooden fencing erected around the shipping container and bin store, which is a risk to pedestrians on the pavement – particularly school children using this path.
- Slate chippings are not contained by an appropriate/sufficient kerb and these present a hazard on the footway, particularly to those with a sight impairment.

## **7. SOUTH HAMS DISTRICT COUNCIL INFORMAL CONSULTATIONS**

**To note upcoming South Hams District Council's informal consultation seeking Town Council comment on: the parking permit system in Totnes; and the Local Cycling Walking Infrastructure Plan, views before the findings of the Community Economic Plan survey have been shared.**

Noted. These items will be brought to future meetings of the Council for comment once results of the Community Economic Plan survey are received.

## **8. DATE OF NEXT MEETING**

**To note the date of the next meeting of the Planning Committee – Monday 15<sup>th</sup> September 2025 at 6.30pm in the Guildhall.**

Noted.

The meeting closed at 8.00 pm.

Sara Halliday  
Governance and Projects Manager  
July 2025



## **DRAFT MINUTES FOR THE TOWN MATTERS COMMITTEE MONDAY 28<sup>TH</sup> JULY 2025 IN THE GUILDHALL**

Present: Councillors N Roberts (Chair), L Auletta, C Beavis, J Cummings and A Presswell.

Apologies: Cllrs Chinnock, Collinson and Peters.

Not Present: Cllr Robshaw

In Attendance: Cllr Price 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 Roberts 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 DEPUTY CHAIR**

**To confirm the election a deputy chair for the Committee.**

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

Cllr Price asked to become a member of the Committee and this request will go to Full Council for consideration in September.

### **3. CONFIRMATION OF MINUTES**

**To approve the minutes of 23<sup>rd</sup> June 2025 and update on any matters arising.**

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

Item 4 – Strategy Working Group Environment and Public Realm. Water Meadow: it was **RESOLVED** 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 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 **RESOLVED** that these items are removed from the delivery plan as they are complete/no longer to be pursued.

### **4. STRATEGY DELIVERY GROUP AND WORKING GROUP**

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

**a. Community Working Group, 15th July 2025, item 6 – Community Mapping Brief.**

It was **AGREED** to set up a Task and Finish Group to oversee the revision of the Community Mapping brief, incorporating feedback and aligning with strategic priorities (including potential multi-year funding and support models).

## **5. OPEN SPACES, SPORTS, RECREATION AND WELLBEING PLAN UPDATE**

**To consider updates:**

**a. to sections 4.I – Outdoor Sports Facilities and 6 – Improved or New Facilities (Projects); and**

The additional text to sections 4I and 6 (removal of the footbridge, galleon and parkour facilities and update the main entries accordingly, along with including facilities in neighbouring parishes (Dartington Paddle Court)) was **AGREED**.

**b. on any general matters linked to the Open Spaces, Sport Recreation and Wellbeing Plan (standing item).**

Cllr Auletta presented the draft OSSRW map and proposed that a separate map showing greenways and paths is created to make sure both maps are clear in their display of information – it is too much information to place on one map. It was **AGREED** that Cllr Auletta and the Governance and Projects Manager will meet to go through the plan and map to update.

## **6. UNIVERSAL TOILETS**

**To consider the matter of universal toilets.**

To **RECOMMEND** to Full Council that it writes to South Hams District Council requesting that it considers extending the provision of RADAR keys to transgender people on request.

## **7. CAMPING ON LONGMARSH**

**To consider the problem of camping on Longmarsh.**

Cllr Presswell updated that she has asked South Hams District Council to place ‘no camping’ signage at Longmarsh and to have a protocol of what steps to take once illegal campers are reported as being present on South Hams District Council land.

It was **AGREED** to follow up on a reply to letters sent earlier in the year to South Hams District Council and Devon County Council about provision for travellers in the district and county.

## **8. TRANSITION TOWN TOTNES LETTER OF SUPPORT**

**To consider a request for a letter of support for Transition Town Totnes.**

Cllr Roberts declared a personal interest.

To **RECOMMEND** to Full Council that it sends the letter of support as drafted to Transition Town Totnes, see below.

Totnes Town Council is pleased to provide this letter of support for Transition Town Totnes (TTT), a long-established and valued community partner which continues to contribute significantly to the vitality, resilience, and sustainability of our town.

Since its inception, Transition Town Totnes has helped establish Totnes as a beacon of community-led environmental action. Its work reflects the shared values of collaboration, sustainability and local empowerment that our Council is proud to promote. TTT’s initiatives have delivered tangible local benefits and national recognition, rooted in Totnes’s historic identity while preparing us for a more resilient and connected future.

Some notable TTT projects that have benefitted the town include:

- The Climate Hub – an education and community space which helps the community engage with issues, solutions and possibilities
- Incredible Edible Totnes – edible planting around town, free to all
- 30 x 30 – inspired by the global commitment to protect and conserve 30% of the Earth for nature by 2030
- The Reconomy Centre & Local Entrepreneur Forum – An incubator space for local entrepreneurs and flagship event supporting community investment in local enterprises.
- Transition Streets – bringing neighbours together to work on practical changes they can make in their lives to live more sustainably
- Community Resilience Forums on topics such as ‘Climate Change & Mental Health’
- A bi-annual Energy Wise Show & Open Eco Homes

These and other projects have consistently demonstrated the value of bottom-up community action and the importance of long-term, place-based work. TTT’s approach encourages civic engagement, strengthens our local economy, and supports climate and ecological goals that align with the Town Council’s declared Climate Emergency.

We understand that TTT is in the process of registering as an environmental partner with the 1% for the Planet network. We are confident that they will be a valuable and credible addition to that community. Totnes Town Council considers Transition Town Totnes to be a key stakeholder in the town, and we regularly engage with the organisation in various forums and through project-based collaboration.

We offer our full support for TTT’s application and commend their ongoing efforts to strengthen our community’s resilience, inclusivity and environmental responsibility.

## **9. LINK COUNCILLOR REPORTS**

**To consider link councillor reports from Committee members.**

Cllr Cummings updated on his engagement with the South Devon Catchment Partnership which provides a useful forum for groups interested in river health, including community groups and the Environment Agency, South West Water and Dart Harbour Authority. It was **AGREED** that officers will contact the Dart Harbour Authority to see what funding from ship visit fees could be made available to community groups in Totnes, for example the Sea Scouts or to fund swimming lessons.

Cllr Auletta gave a progress report on the Skate Park where work is going well and the options for a launch event in September.

## **10. DATE OF NEXT MEETING**

**To note the date of the next meeting of the Town Matters Committee – Monday 22<sup>nd</sup> September 2025 at 6.30pm.**

Noted.

The meeting closed at 7.50pm.

Sara Halliday  
Governance and Projects Manager

## ITEM 5 – RECOMMENDATIONS FROM COMMITTEE

### **5a. Full Council 7<sup>th</sup> July 2025**

No recommendations.

### **5b. Recess Committee 11<sup>th</sup> August 2025**

No recommendations.

### **5c. Council Matters 14<sup>th</sup> July 2025**

Item 5. Financial Regulations. To **RECOMMEND** to Full Council that the revised Financial Regulations are adopted.

Item 6. Death of a Senior National Figure Protocol. To **RECOMMEND** to Full Council that the revised Death of a Senior National Figure is adopted subject to updates to Annex D.

Item 11. Potential loan from Totnes Museum (legal). To **RECOMMEND** to Full Council that the item bequeathed to the Museum from Judy Westacott's estate should be taken on loan and displayed at the Guildhall. This is subject to: insurance being checked; the inventory of Guildhall items being updated accordingly; and confirmation in writing from the Museum that they are content with the arrangement.

### **5c. Planning Committee 21<sup>st</sup> July 2025**

No recommendations.

### **5d. Town Matters Committee 28<sup>th</sup> July 2025**

Item 6. Universal Toilets. To **RECOMMEND** to Full Council that it writes to South Hams District Council requesting that it considers extending the provision of RADAR keys to transgender people on request.

Item 8. Request for a letter of support for Transition Town Totnes. To **RECOMMEND** to Full Council that it sends the letter of support as drafted to Transition Town Totnes, see below.

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We offer our full support for TTT's application and commend their ongoing efforts to strengthen our community's resilience, inclusivity and environmental responsibility.



## ITEM 7 – SOUTH HAMS DISTRICT COUNCIL INFORMAL CONSULTATIONS

### a. Parking Permits in Totnes

The Town Council has received an email from South Hams District Council (SHDC) asking for feedback on the parking permit system, text below:

“Following our [SHDC] engagement with the town councils through the introduction of the resident’s discount scheme, it was identified there was a desire from the town councils and associated working groups to review the permits (and in particular in Dartmouth and Salcombe where it was felt permits continued to reduce the turnover of vehicles within the town). I recall permit feedback for Totnes was relatively positive at our meeting regarding permit usage etc.

We therefore committed to carrying out a review of the permits with the primary objective to ensure if required there was a turnover of vehicles within the car parks and to ensure that the pricing mechanism is correct for increasing permit prices going forward.

We currently offer a variety of parking permits tailored to residents, business and visitors. The permits aim to manage parking efficiently across the towns, balancing the needs of locals and those visiting and parking in our car parks on a regular basis.

As you are aware in Totnes we offer the following permits:

Permit Type	Cost	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	TOTAL	Valid In
Totnes Business (Year)	£691	2	0	2	1	3	1	0	0	1	0	2	0	12	Nursery, Old Market, Heath Way, North Street
Totnes Peripheral (6 months)	£206	7	4	8	5	12	7	2	5	3	6	3	6	68	Longmarsh, Steamer Quay, Pavilions
Totnes Peripheral (Year)	£312	9	21	16	16	9	25	10	10	25	14	21	17	193	Longmarsh, Steamer Quay, Pavilions
Totnes Town Centre (6 months)	£253	5	3	4	1	11	6	2	2	10	0	6	3	53	Nursery, Old Market, Heath Way, North Street
Totnes Town Centre (Year)	£384	14	15	13	11	20	18	9	15	30	14	24	32	215	Nursery, Old Market, Heath Way, North Street

Permit prices are linked to all day parking tariff and are based on the following formula:  
All day tariff used 5 times a week, 48 weeks of the year at 20% of the cost

We therefore wanted to engage with you to seek your views regarding permits in Totnes. Is there anything specific you would like us to consider with regards to the permits used in Totnes? Do you feel the balance between permit v parking availability is correct in Totnes? Do you feel the pricing mechanism is correct? These are just a few things to consider.”

The Economy Working Group (13<sup>th</sup> August) discussed parking permits, particularly for those using them to travel to Totnes for work, and made the following points for consideration by Full Council:

- A suggestion that permits are made more accessible for people on a lower wage with a pay monthly scheme.
- Look at a potentially 3 month permit for seasonal workers.
- Make the 6 month permit closer to a pro rata yearly permit.
- More comms needs to be done surrounding the permit scheme at the parking sites so that people know about it if they travel here often.
- A review of car parking charges. Former SHDC Leader Cllr Julian Brazil has publicly said there would be a review of the parking charges, but this has not happened – Working Group members are keen for this to go ahead.

b. Dates for two days free parking for Christmas.

The Town Council has been approached by South Hams District Council (SHDC) offering two days free parking for Christmas requesting a response by 26<sup>th</sup> September, email text below:

"The Council [SHDC] would like to offer the town council and chamber of commerce the opportunity to have two free days of parking on the lead up to Christmas. We are keen to support town and parish councils with promotional activities in the lead up to Christmas to support local businesses.

Therefore, please let us know which date you would like us to provide free parking for up to two days. We would ask that you engage with the chamber of commerce to ensure everyone is content with the date set."

The Economy Working Group (13<sup>th</sup> August) discussed potential dates and **RECOMMEND** to Full Council that four half days are requested (rather than two full days, a format that was granted in 2024) for Thursday afternoons (1-6pm) on 27<sup>th</sup> November, 4<sup>th</sup>, 11<sup>th</sup> and 18<sup>th</sup> December and check that this doesn't clash with other towns arrangements.

*Officer Note: For information, local Clerks are trying co-ordinate the days/times when the free parking days are requested. To date:*

- *Modbury are requesting the three Saturdays in December (with the Parish Council paying for one of them).*

## ITEM 8 – STATEMENT OF LICENSING POLICY CONSULTATION

The Town Council has received the following email from South Hams District Council:

### **Overview**

South Hams District Council is now undertaking a consultation process to review its Statement of Licensing Policy. As such, we would like to hear your views.

### **Background to the Consultation**

Under the Licensing Act 2003, we, as the licensing authority, are responsible for licensing premises within the district for:

- The sale of alcohol, for consumption both on and off the premises
- The provision of regulated entertainment
- The sale of hot food and hot (non-alcoholic) drink late at night

Premises such as pubs, clubs, restaurants, hotels and grocers/newsagents selling alcohol require a licence under this legislation, as do late night takeaways (selling hot food and drinks between 11pm and 5am).

We are required to produce a Statement of Licensing Policy which sets out our approach to licensing in the district. The policy gives clear guidance of our policies and expectations to licence holders, applicants, and people who may comment on premises licence applications or seek reviews of licences. Legally, we are obliged to consider our Statement of Licensing Policy when deciding opposed licence applications or applications for review. If any of our decisions are appealed to a Magistrates Court, the court must also consider the policy when deciding whether the original decision was correct.

There are four Licensing Objectives under the Licensing Act 2003, which are:

- Prevention of crime and disorder
- Public safety
- Prevention of public nuisance
- Protection of children from harm

The Licensing Authority can only have regard to matters that relate to one or more of the Licensing Objectives listed above when determining its Statement of Licensing Policy.

### **How to respond**

The consultation provides our existing policy and our draft policy showing our amendments along with an opportunity to give us your views. Please see the link

<https://shlicensingpolicy.commonplace.is/>

Alternatively, you can e-mail your comments to [licensing@swdevon.gov.uk](mailto:licensing@swdevon.gov.uk). The consultation runs until Tuesday 30 September 2025.

### **Next steps**

We will consider all the responses and amend the proposed policy as appropriate. The updated policy will then be considered by the Licensing Committee and by full Council.

TTC Officer Note: Having reviewed South Hams District Council's (SHDC) draft Licensing Policy, many of the amendments are updates to local information, legislation, website/reference links, or correcting typographical errors. The substantive proposed changes are as follows:

- Section 2.3 – deletion of 'Better Businesses for All' section.
- Section 2.4- updates to legislation since the last policy review. For example: 2.4.4 Public Spaces Protection Orders; 2.4.27 Coronavirus Act (deletion); 2.4.33 Business and Planning Action 2020; 2.4.37 Terrorism (protection of Premises) Act 2025.
- Section 2.5.7 – updates on Planning and Licensing.
- Section 2.5.12 – addition of section on Violence Against Women and Girls.
- Section 3. 5 Prevention of Crime and Disorder – new section 3.5.8-15 covering 'Drink and Needle Spiking'.
- Section 3.8 Protecting Children from Harm – updates to sections 3.8.25-32 'Safeguarding' to include adults as risk of abuse or neglect (new section 3.8.27).
- Sections 4.8 Late Night Levy and 4.9 Early Morning Restriction Orders – deletion of explanatory text as neither systems has been implemented/introduced by SHDC.
- Section 5.9 Cumulative Impact Assessments (CIA) – deletion of explanatory text as SHDC has not published a CIA.
- Appendix F – updates to Safeguarding Children, Young People and Adults at Risk of Abuse or Neglect (previous referred to as 'adults with care and support needs').

## ITEM 10 – 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
<b>September 2025</b>	Monday 1 <sup>st</sup>	Monday 8 <sup>th</sup>	Monday 15 <sup>th</sup>	Monday 22 <sup>nd</sup>
<b>October 2025</b>	Monday 6 <sup>th</sup>	Monday 13 <sup>th</sup>	Monday 20 <sup>th</sup>	None
<b>November 2025</b>	Monday 3 <sup>rd</sup>	Monday 10 <sup>th</sup>	Monday 17 <sup>th</sup>	Monday 24 <sup>th</sup>
<b>December 2025</b>	Monday 1 <sup>st</sup>	Monday 8 <sup>th</sup>	Monday 15 <sup>th</sup>	None

### September

Full Council – 1<sup>st</sup> September at 6.30pm

Community Mapping Task and Finish – 4<sup>th</sup> September at 5.30pm via Teams.

Council Matters Committee – 8<sup>th</sup> September at 6.30pm

Planning Committee – 15<sup>th</sup> September at 6.30pm

Community Working Group – 16<sup>th</sup> September at 6pm

Town Matters Committee – 22<sup>nd</sup> September at 6.30pm

### October

Full Council – 6<sup>th</sup> October at 6.30pm

Council Matters Committee – 13<sup>th</sup> October at 6.30pm

Planning Committee – 20<sup>th</sup> October at 6.30pm

Traffic and Transport Forum – 22<sup>nd</sup> October at 6.30pm

### November

Full Council – 3<sup>rd</sup> November at 6.30pm

Council Matters Committee – 10<sup>th</sup> November at 6.30pm

Planning Committee – 17<sup>th</sup> November at 6.30pm

Town Matters Committee – 24<sup>th</sup> November at 6.30pm

### December

Full Council – 1<sup>st</sup> December at 6.30pm

Council Matters Committee – 8<sup>th</sup> December at 6.30pm

Planning Committee – 15<sup>th</sup> December 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

None received.