



DRAFT MINUTES FOR THE PLANNING COMMITTEE

MONDAY 20TH OCTOBER 2025 IN THE GUILDHALL

Present: Councillors L Auletta (Chair), T Bennett, S Collinson (from 18.40), T Cooper, J Cummings, J Hodgson (from 18.35) and M 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

A member of the public gave an update about the external grounds plan for Totnes House, which the Heritage Officer at South Hams District Council (SHDC) has suggested they share with the town council before submitting the application. The proposals include: the demolition of the 1980s extension and windows/doors in the existing opening to the main house; removal of much of the tarmacked area; a two-vehicle single storey garage with sloped roof; Victorian-style greenhouse; hedging; lawns; railings on the lower walls. The Committee thanked the members of the public for coming to update the Committee with their proposed plans, and the Committee will get back to them with some informal comments as part of the pre-application process.

Cllr Beavis raised the issue of the slippery surfaces in the Rotherfold where someone has fallen and been injured, requesting that the Town Council raises this with SHDC. The Officer will take this forward as part of regular Town Team meetings with SHDC.

The Committee reconvened.

2. CONFIRMATION OF MINUTES

To approve the minutes of 15th September 2025 and update on any matters arising.

The minutes were approved as an accurate record of proceedings.

3. PLANNING APPLICATIONS

To make recommendations on the following planning applications:

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

3a. 2888/25/LBC - Listed Building Consent for alterations to shopfront to allow new access to proposed first floor maisonette, with internal refurbishment & rear access stair & garden space externally. 12 High Street, Totnes, TQ9 5SB.

Comment – The Committee has no objection in principle to the change of use but does have the following concerns:

- Object to the use of 'composite' framing for the shop windows. The new shop facade joinery and external doors should be constructed from timber (not aluminium composite) to ensure they are in keeping with the status of the Listed Building and Conservation Area.
- We note that no glazing bars are shown on the upper sash windows (both front and rear) in the proposed drawings. Confirmation is required that the early un-horned timber sash windows and glass are to be retained and carefully repaired. If thermal improvement is required, internal secondary glazing could be provided to comply with Building Regulations.

The Committee is grateful to the applicant for the pre-application engagement with the Planning Committee on this application.

3b. 2771/25/LBC - Listed Building Consent for internal alterations to amend layout of kitchen & reinstate internal ceilings & walls. 8 Castle Street, Totnes, TQ9 5NU.
Support.

3c. 2653/25/HHO - Householder application for extension to existing decking & fenestration alteration. 11 Priory Avenue, Totnes, TQ9 5HR.
Support.

3d. 2730/25/VAR - Application for variation of conditions 2 (approved plans), 5 (privacy screen), 6 (flat roof area) & 7 (climate emergency compliance) of planning consent 2253/24/HHO. 6 Dartside, Totnes, TQ9 5HL.

Object. The Committee has the following concerns:

- The approved plans were for a tall building and the variation for additional roof height results in a form that is too bulky and is out of keeping with other dwellings in the development. The first floor floor-to-ceiling height in the principal dwelling has been increased in this submission, and this appears to be the main cause of the need to further raise the main roof ridge (which is different to the stated need to raise the roof of the annexe building).
- The additional terracing and newly proposed large bike shed results in a greater area of impermeable surfacing. The submitted "Drainage Technical Note" was based on the previous scheme drawings and only considered an additional 15msq. of impermeable roofs, surfaces. It has not been updated.
- There is a considerable increase in areas of roof glazing which will cause significant additional light pollution in the special area of conservation along the river. The Ecology Report, prepared for the previously consented scheme, notes the need for minimum light pollution on this sensitive site. The Ecology Report has not been updated for the revised scheme.

3e. 1911/25/FUL - Change of use of from Class F1 & C3 to mixed use: Class E(shop) & C3 (dwelling). The Parlour, 43 45 High Street, Totnes, TQ9 5NP.

Comment – The Committee has no objection in principle with the proposed Change of Use, but it concurs with Historic England's concerns that the proposed Change of Use will require works that will be detrimental to the historic fabric of the building. Details of any changes required should be provided for assessment prior to determination. We also note that for the proposed Change of Use to be acceptable, mitigation for the loss of community space, also needs to be secured. The proposed additional space in Birdwood Court appears to be a suitable alternative.

3f. 2937/25/VPO - Application for modification of Section 106 Agreement on 3203/23/FUL. Land at SX 808 599, Parkers Way, Totnes.
Support.

3g. 2625/25/VAR - Application for variation of condition 2 (approved plans) of planning consent 4342/22/FUL; and 2619/25/VAR - Application for variation of condition 2 (approved plans) of planning consent 4374/22/LBC. 90 High Street, Totnes, TQ9 5SN.
Support.

3h. 2857/25/ARC - Application for approval of details reserved by condition 3 (windows, doors & sills) to planning consent 4374/22/LBC. 90 High Street, Totnes, TQ9 5SN.
Comment – the front door (D4) should be traditional painted timber and not a metal composite on a listed building. There are no objections to the proposed windows and doors at the rear of the building.

4. TOTNES NEIGHBOURHOOD PLAN

To consider a review of the Totnes Neighbourhood Plan and the employment of an external consultant to undertake the work.

Cllr Auletta updated that following discussion at the Councillor Away Day, the Council may look to buy-in technical services to review the Totnes Neighbourhood Plan to identify any policies that are not in conformity with recent planning legislation changes, as well as requesting advice on the timing for review with the local plan currently being reviewed by South Hams District Council.

It was **AGREED** that Councillors would hold an informal meeting (open to all Councillors, not just Planning Committee members) by the end of 2025 to discuss the format of the brief, which can then be brought back through Committee for consideration.

The Committee voted to extend the meeting by 15 minutes.

5. BICYCLE RACKS

To consider a recommendation from the Economy Working Group for the location of a bicycle rack in Totnes.

The Committee felt that the proposed location in Heath's Way Garden is too far from the town centre.

To **RECOMMEND** to Full Council that two options are suggested to SHDC for locations for bicycles racks in Totnes: under the Civic Hall steps in the Civic Square (along the wall next to the defibrillator); and on the pavement on High Street (corner with Castle Street). See images below:



6. LICENSING ISSUE

To consider writing to South Hams District Council about the anti-social behaviour problems in Borough Park and the proximity of the 24-hour alcohol licence granted to Morrisons Garage.

To **RECOMMEND** to Full Council that it writes to SHDC's Licensing Department to formally register a complaint about the 24-hour licence granted to Morrisons Service Station. The granting of this licence correlates to an increase in anti-social behaviour problems in Borough Park and the potential selling of alcohol to underaged persons. There has been an upturn in empty alcohol bottles, broken glass (including on the new skate park area) and littering of Costa coffee cups in the park, of which the latter are only available in Totnes at the Morrisons Service Station.

If the recommendation is agreed, the letter should be copied to the local police and District Councillors.

7. DATE OF NEXT MEETING

To note the date of the next meeting of the Planning Committee – Monday 17th November 2025 at 6.30pm in the Guildhall.

Noted.

The meeting closed at 8.20 pm.

Sara Halliday
Governance and Projects Manager
October 2025