



AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 3RD NOVEMBER 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 3rd November 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 – document attached [page 3].
- d. District Cllr Presswell – document attached [page 6].

The Council will convene to consider the following items:

3. CLERK'S REPORT (Standing Item)

To note the Clerk's Report for September and October 2025 (general updates and correspondence). Document attached [page 7].

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 6th October 2025 – document attached [page 16].

To note the following minutes:

- b. Council Matters Committee 13th October 2025 – document attached [page 21].
- c. Planning Committee 20th October – document attached [page 23].

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 27):

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

- a. Full Council 6th October 2025.
- b. Council Matters Committee 13th October 2025.
- c. Planning Committee 20th October 2025.

6. STRATEGY DELIVERY WORKING GROUP UPDATES

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

7. ON-STREET PARKING CHARGES INCREASES

To consider the increase in on-street parking charges to be implemented by Devon County Council without consultation. Document attached [page 28].

8. BANKING SERVICES IN TOTNES

To consider a petition to protect banking services in Totnes. Document attached [page 31].

9. COUNCILLOR REPRESENTATIVE

To consider appointing Cllr representative(s) to engage with the Totnes Fringe Festival. No document.

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

To note a list of upcoming meeting dates including a 2026 meeting calendar and key dates in May 2026, Council communications points and link Councillor/Councillor representatives on outside bodies updates. Document attached [page 32].

11. NEXT MEETING

To note the next meeting date of Monday 1st December 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.

12. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

13. ELMHIRST PROJECT (Standing Item)

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

Agenda produced by:

Catherine Marlton
Town Clerk
23rd October 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.

John Birch, SHDC Member for Totnes. Report to the meeting to be held on Monday 3 November 2025

I report on the following.

Local Government Reorganisation

I have recently written a short article on Local Government Reorganisation for a local publication that I reproduce below.

“LOCAL COUNCILS TO BE ABOLISHED”

The government wants to reorganise local government in Devon and proposes abolishing South Hams District Council along with other Devon councils and replacing them with what is called “unitary authorities”.

Some local leaders estimate the cost may be as high as £100 million.

It is my view the time and expense in carrying out this proposed reorganisation would be far better spent on much needed community projects such as affordable rented housing for those who are finding it difficult to find suitable homes.

However, the government has effectively ordered the local councils to develop new unitary authorities and come up with proposals by the end of November 2025.

South Hams District Council has joined forces with other district councils in Devon to respond to the government’s request to come forward with proposals to reorganise local government in the county.

South Hams, East Devon, West Devon, Teignbridge, Mid Devon, North Devon and Torridge district councils, in consultation with Torbay Council, have been working together to shape a proposal. Torbay continues to work on its own submission.

These seven districts’ proposal, known as the 4-5-1 model is as follows:

- A unitary authority for West Devon, Teignbridge, South Hams and Torbay
- A unitary authority for North Devon, Torridge, Mid Devon, East Devon and Exeter
- Plymouth remaining a standalone unitary authority
-

In putting forward the proposal the districts’ leaders say that it reflects Devon’s natural communities, travel-to-work areas, economic geographies, and represents a unified voice for the county for now and for the future.

The district councils have consulted widely with residents, partners, businesses, and other key stakeholders to ensure the proposals reflect the needs and ambitions of Devon’s communities.

Meanwhile Devon County Council has ideas of its own which effectively amount to Devon being governed by one unitary authority with Torbay and Plymouth keeping their current unitary authority status.

The current Devon County Council is facing significant financial difficulties. To survive it has had to dive deep into its financial reserves as well as having to make cuts, selling assets, and attempting to streamline services. Furthermore children in Devon are “at risk of harm” due to continued failings in council services.

Devon County Council's current dilemma supports a case for its abolition and for it to be replaced by the 4-5-1 model proposed by the district councils. Hopefully the government sees it that way.

Report on the South Hams Marine projects being undertaken by SHDC

Part of my responsibilities as a member of the SHDC Executive Committee includes economic development and commercial strategy that includes marine projects. I report on the activities of the SHDC Marine Projects team.

- **Waste composite & boat recycling** – SHDC (as part of SW Composites Hub) is continuing to explore up scaling opportunities.
 - Summary proposal sent in early October to the Duchy of Cornwall which includes a large-scale demo stage for turbine blade/marine recycling and shows opportunities for full-scale commercialisation.
 - Partner Blue Parameters Ltd met with Crown Estate in late September – Crown Estate is supportive of the initiative.
- **Water quality monitoring pilot**
 - University of Plymouth marine technicians have been working on the installation infrastructure for initial four sites (frameworks now installed on the Dart and in Salcombe Harbour). Next installation will be at Sequer's Bridge (R. Erme).
 - Friends of the Dart will be carrying out validation sampling on the Dart as part of the pilot with opportunities for other community groups to get involved. This will feed into a pilot impact report.
 - Digital dashboard is due to launch to public in early 2026.
- **Dart Lower Ferry** – Hydrotreated Vegetable Oil report was discussed at Climate Change and Biodiversity Board on 12 September. Agreed to:
 - arrange site visits by HVO suppliers to ensure delivery location/volume are feasible.
 - cost up the installation of generators to replace diesel engines on the floats.
 - explore other fuel saving initiatives.
 - look at funding opportunities (UK SHORE) to carry out a FEED study for a new electric ferry.
- **Engagement/dissemination of clean marine**
 - Marine project officer attended Southampton Boat Show "Women in Marine" event and met with newly appointed RYA Head of Sustainability .
 - Discussions ongoing for hosting the third of a series of marine decarbonisation events in late March 26 at Marine Academy, Noss-on-Dart and a summit on legacy composites in the marine and renewable sectors.
 - Marine project officer invited to talk to National Coastwatch Institution East Prawle in November on "Clean Marine in the South Hams".
- **Zenow project** – due to complete in 2028. Electric RIB is temporarily returned to manufacturer due to a propellor fault. Overall, the Salcombe Harbour team report good experience with electric propulsion, and some data has been collected over the summer.

TRESOC awarded a £50,000 grant to develop community-owned solar panels at Steamer Quay, Totnes Renewable Energy Society (TRESOC) has been awarded a £50,000 grant from the Community Energy Fund to develop 100kW of community-owned roof-mounted solar PV at Dart Marine Park, Steamers Quay, marking its first new community solar installation since the end of the feed-in tariff scheme.

The project, developed in partnership with South Hams District Council (SHDC) who owns the site, will enable local residents to invest directly in renewable energy through a community share offer planned for Spring 2026. Shareholders will receive interest payments; ensuring profits support the local economy while delivering affordable clean energy to the area.

Electricity generated from the solar installation will be sold at discounted rates to tenants at Dart Marine Park, with surplus energy supplied to Energy Local Totnes (ELT), an innovative local energy club for buying and selling locally generated renewable electricity at a fair price, reducing members' energy bills, and paying small local generators more for their energy. The club, which celebrated its first anniversary this month, has already demonstrated significant impact, saving members an average of 28.5% on energy bills and retaining £12,011 within the local economy.

On behalf of South Hams District Council I welcomed the opportunity of working with TRESOC on the forward-thinking Community Energy Project at Steamer Quay in Totnes. TRESOC's aspirations in respect of renewable energy align with those of SHDC and by working together residents and businesses will have the opportunity to benefit from lower energy bills.

Sally Murrall-Smith, Managing Director of TRESOC, said: "This is a significant milestone for community energy in Totnes. Since the government's feed-in tariff ended, low electricity prices have made it impossible for us to develop new community solar projects. Energy Local Totnes has changed that by offering local generators a fairer price, which makes projects like Dart Marine Park financially viable. "We're thrilled to be partnering with South Hams District Council on this initiative, and we hope this is just the beginning of a long-term collaboration as we work together to create a fairer, greener energy system for our community."

The £50,000 grant will fund legal and technical work with the council, as well as the administration and delivery of the community share offer, making renewable energy investment accessible to local residents. Energy Local Totnes, which was recently featured on BBC One's *The One Show*, aims to save members between 10-30% on annual energy bills while fairly paying local renewable energy generators.

Cllr John Birch
SHDC Member for Totnes

29 October 2025

District Councillor Report for Totnes Town Council

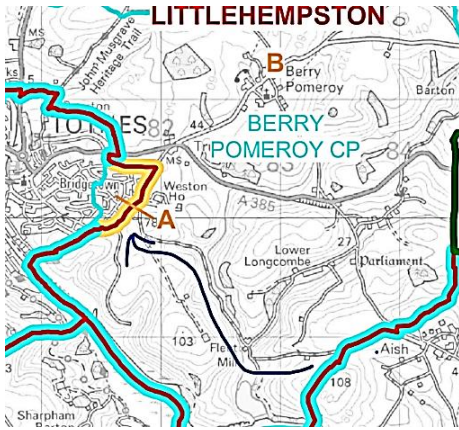
from Cllr Anna Presswell

23/10/2025

Stoke Gabriel to Totnes Bike Path

A meeting was held at the Guildhall that included Parish, Town, District and County Councillors, members of other cycle route projects, cycle stakeholders in Totnes and members of the Stoke Gabriel steering group for this project. 15 participants in total. A lot of informative feedback about what might be possible regarding farmers, the physical issues of the route and strategies to pursue that might not necessarily cost too much money.

A further meeting will be held over the next few months to develop a plan of action.



Long Marsh Access Route for Wheelchairs

Berry Pomeroy Parish Council are considering a component of funding to help support, a resurfaced continuation of the rear walking route from the boardwalk back to the field.

Great Western Railway – Local Transport Forum

A webinar held by GWR South West Region, commented on the excessive increase in Assistance' help required on and off trains. Over the last 6 months regionally this has increased from 25k to 35k. Travellers need only give 2 hours notice of this request and therefore there is a pressure on staff available to be ready. It is believed to have risen since Covid when more people are now taking Leisure Travel by train. There is no specific demographic and of course we have an older population and an increasing population. At present it is a huge pressure on the company, but they are urgently looking at staffing and ways to improve this service.

Totnes Museum

I spent an afternoon discussing all aspects of how the fabric of the building can be improved as it has got to a stage where any thought of improved, cheaper and reliable heating being put in or 'on' with solar panels, could not be warranted as the building is like a sieve, and it would be quickly lost. I intend to discuss this at length at our next Town Matters meeting and will report also on extra help we might be able to get from County level, fundraisers, and a strategy to increase the number of volunteers. The museum has to have minimum 4 when opened, as per fire regulations.

The Museum is as much of our heritage as the Guildhall, Castle etc. We are known first and foremost as a prestigious Medieval Town, and the iconic building in the middle of the fore street, I believe, should be viewed in the same manner as our Ancient Castle. If not appearing on our branding.

September-October 2025 Clerks Report

Full Council – 3rd November 2025

Meetings and training attended (excluding weekly staff and management meetings and monthly team meetings):

September 2025

- **1 Sept** – DALC LGR Steering Group
- **1 Sept** – Mayor and Clerk meeting
- **1 Sept** – Full Council
- **3 Sept** – **Annual Leave**
- **4 Sept** – Totnes Town Team meeting
- **4 Sept** – Community Audit meeting
- **8 Sept** – Mayor and Clerk meeting
- **8 Sept** – Council Matters
- **9 Sept** – DALC LGR Steering Group
- **10 Sept** – Totnes Parish Clerk Cluster
- **11 Sept** – Communications Audit meeting
- **15 Sept** – Meeting with Lantern/Festival Group
- **16 Sept** – Civic Hall/Market Square Emergency Plan meeting
- **16 Sept** – Totnes Town Team meeting
- **16 Sept** – Communications Audit meeting
- **17 Sept** – SLCC Meeting
- **20 Sept** – Christmas Light Switch On meeting
- **20 Sept** – Cllr/Clerk Away Day
- **23 Sept** – Mayor and Clerk meeting
- **24 Sept** – Devon Heritage Centre
- **25 Sept** – TQ9 Partnership meeting
- **30 Sept** – Totnes Guide meeting
- **30 Sept** – *Team AI training*

October 2025

- **1 Oct** – *DALC Conference*
- **2 Oct** – Meeting local police
- **2 Oct** – DALC/SLCC Meeting
- **6 Oct** – SHDC Asset Refurb meeting
- **6 Oct** – Mayor and Clerk meeting
- **6 Oct** – Paige Adams
- **6 Oct** – Full Council
- **7 Oct** – Larger Council Clerks
- **8 Oct** – Heritage Partners – Meeting 2
- **9 Oct** – *Civility and Respect Webinar*
- **10 Oct** – *AI for Leadership*
- **13 Oct** – 6 Month Performance Management Review – Mayor and Clerk
- **13 Oct** – Mayor and Clerk meeting
- **13 Oct** – Council Matters
- **14 Oct** – DALC LGR Steering Group
- **14 Oct** – Community Working Group
- **15 Oct** – Community Audit meetings
- **15 Oct** – Totnes Town Team meeting
- **16 Oct** – DALC LGR Sub Group with DCC
- **16 Oct** – *DALC Connect event*
- **20 Oct** – *DALC Connect Event LGR*
- **22 Oct** – Mayor and Clerk meeting
- **22 Oct** – SHDC Mayors and Clerks Meeting
- **23 Oct** – Caring Town Meeting
- **27-31 Oct** – **Annual Leave**

Clerk General updates not covered elsewhere:

It's been the usual busy two months coming out of the August recess, with it continuing to build in the run up to Christmas. Few key points:

- Our new Marketing and Communications Officer, Bryony, has started. She will be working 3 days a week, Wednesday to Friday.
- Our new Assistant Town Maintenance Officer Carl has started and has settled into the team really well, the increase in capacity has had a demonstrable difference.
- We have implemented part year performance management reviews with all staff, designed to check in and monitor targets. I have done all my direct reports and believe the whole team has now been done.
- We have done some training on AI – possible uses but the potential pitfalls as well. I have drafted an AI Policy that we are just finalising before member consideration.
- The Cllr/Clerk Away Day in the Mansion was really positive, good to have the opportunity to speak all together. Please note there will be an all-Councillor session on 8th December (prior to Council Matters) on the budget setting.
- The Parish Clerk Cluster meetings continue monthly and the first expanded meeting to include members was warmly received. We will run a repeat on 20th January.
- I was already on the DALC LGR Steering Group and was invited to be on the LGR Sub Group to discuss potential detail of locality and governance arrangements, particularly in relation to how Town and Parish Councils will be engaged and the make-up of the Neighbourhood Area Committees. The Sub Group have so far met with Simon Kitchen from DCC, with the hope that the District Council(s) will engage in future.
- LGR – DCC have confirmed their 'New Devon' proposal for the new unitary and SHDC are sticking to their 4-5-1 proposal. All proposals must be in to government by 28th November but we do not expect a decision until Spring 2026.
- I have reached out to Dartmouth, Buckfastleigh and Ashburton Clerks as they fall in our current 'Moor to Sea' health area, which are likely to form the basis geographically for new Neighbourhood Area Committees.
- Community work continues, with the team meeting with event organisers for Lantern and the Fringe, meetings with Heritage partners, work on finalising event plans for internal events like the Christmas Light Switch On.
- I had to spend a whole day in Exeter at the Heritage Centre reviewing minutes and documents in relation to the Garage Ownership – worthwhile though as I think we might be getting some movement on that.
- I have been preparing for and attending meetings with Pearson and Pearson who are undertaking the Communications Audit. Work is ongoing and seems to be going well.
- I have had initial contact with Devon Community Foundation regarding the Community Audit. I will be preparing background information for that and attended further meetings in the coming months.
- Please note that sector updates and future dates are now coming out via the weekly Members Bulletin and will no longer feature in the Clerk's Report.
- Please note the Clerks Report is every two months – but the next report will not be until February 2026 to accommodate other work pressures in December and January, and due to the Christmas break.

Governance and Projects Manager:

- Public Realm:
 - 'Town Team' collaborative working meetings with South Hams District Council (SHDC) and Devon Highways are continuing on a monthly basis. The new SHDC street cleaning

- operative/barrowman has started and there is a marked improvement in the town. Prior to this change, TTC suggested street cleansing tasks, areas to concentrate on and frequency with maps of proposed routes which it shared with SHDC as a start point.
- Vire Island – SHDC has confirmed that there will be a cut back of the overgrown laurel bushes in mid-Nov (a piece of equipment is awaited). SHDC plan to cordon off the areas (rather than a closure of the island) where work is taking place and would welcome TTC comms help in asking dog walkers to keep their pets on leads at this time to ensure the safety of pets and workers.
 - Bus Shelters – refurbishment of back and sides (Higher Westonfields) and end panels (Coronation Road) of the TTC bus shelters along with general maintenance is complete.
 - XL Heritage Bins – five have been installed and we are working with SHDC on the location of the final two. The bin at Heath Way Garden had been removed by SHDC to put additional lighting in the area but it will be reinstated in a slightly different location.
 - Environment and Public Realm Working Group – the Sep meeting was dominated by a thorough review of the planter scheme which Full Council has agreed and will be implemented when the Town Maintenance Team have capacity.
 - South Hams District Council (SHDC). Bike Rack – meeting with SHDC officer to discuss the potential locations for the bike rack that SHDC has offered to install in the town. Skate Park – liaison with the SHDC officer about the location and installation of the two TTC benches that it has donated to SHDC for the Skate Park, which were installed on 15 Oct in time for half term and the Skate Jam. Bench and Bin Audit – meeting with SHDC officer about an audit that they are carrying out on benches and bins in the town.
 - Christmas Lights – the installation of the lights is due to take place end Oct/early Nov. Due to the South Hams District Council resurfacing work in the Civic Square, the lights around the square are likely to be installed once the Christmas Tree has been put in place on 17th Nov, in time for the switch on event on 25th Nov.
 - Hedge Cutting – the annual hedge cut of Castle Meadow and Collins Road took place at the end of Sep. Some sections of Collins Road were missed which was due to cars being parked in the way preventing access, despite notes to residents asking to keep the area clear on a specific date.
 - Cemetery
 - The number of interments remains lower than last year, with three interments since the last report (one Sep and two Oct). There have been the usual enquiries about purchasing plots, deed transfers, memorial applications, and locating graves.
 - Tree works to fell dead trees/branches and cut back of the overgrown laurel hedge completed in September over several days due to high winds.
 - A wasp's nest in a burial plot was reported by a member of the public and was dealt with due to its proximity to a main path and upcoming interment.
 - Incredible Edible Fruit Trees – due to a bumper harvest of apples this year and high winds there have been a large number of limb breakages on the fruit trees which the Town Maintenance Team have dealt with. These breakages have been reported to Incredible Edibles who planted and maintain the trees.
 - Wild Areas - Parklife carried out the cut and clear of the wild areas around the chapel and on the circle on 25th Sep, including leaving a number (probably too many given how close they are) oak saplings on the circle. Ideas and costings for future planting, and a potential long-term plan for the wild areas are still awaited from Parklife (when

received they will go to the Environment and Public Realm Working Group for consideration and future budget planning).

Plus all the routine planning of meeting dates for 2026, updating the policy review and agenda planner, amendments to the Strategic Plan following the away day/Full Council decision, and OSSRW map updates with Cllr Auletta.

Town Maintenance Officer:

Works completed over the two month period include:

- Repainting of the magnolia wall under the Civic Hall that was continuously being vandalised. The wall was washed down and repainted to a single colour and looks a lot better now. There appears to be a lull in vandalism at present.
- Works are carrying on in an ad hoc fashion to strip out and expose original walls in the Guildhall Cottage. Numerous areas of probable asbestos have been found. A further meeting with Richard Guage of SHDC is planned in Nov.
- Since Carl has started with the maintenance team, we are now able to start and complete works that have been on the to do list for some time. Higher Westonfields bus stop, the Civic Hall graffiti removal on the gable end section of the roof, tree pollarding works and fence repairs in Castle Meadow for which we are experiencing good feedback, installation of the new larger capacity bins, picnic bench installations into Borough Park skatepark, crown lifting of trees at the Cemetery, trimming of the trees in St Mary's Churchyard which again we are experiencing lots of positive feedback and PAT testing of the Christmas lights.
- Civic Hall floor has been revarnished
- We are currently looking to painting and decorating of the assets, starting with the Guildhall canopy under roof.
- Carrying out urgent works on a museum chimney where the crumbling cement render is causing a hazard to the museum and neighbouring roofs.
- Civic Hall has had a fibre glass resin roof fitted by a local contractor.
- External walls of the Guildhall requiring extensive work from Riviera Stone. This work is due to start imminently. This will also allow for the installation of the new bin area doors that have been sat in the Guildhall.
- Cleaning the war memorial and assisting Ellis Construction with making the area safe. ready for Remembrance Sunday.
- Started the redecoration of Whitely Av bus stop.

Civic Hall and Guildhall Activities:

The Guildhall

Thanks to the fantastic volunteers (& a special thanks to Cllr Beavis for being so good at covering last minute!) the Guildhall continues to be a well-loved and popular destination for visitors from across the UK and beyond. In recent months, the site has welcomed **school trips** from Stover School and Colyton Grammar School, alongside visits from several language schools. We are hoping to build on these educational visits throughout 2026.

Visitor numbers for September were **slightly higher** than in 2024. However, while attendance has risen, **donations have shown a small decrease overall**.

Heritage Day was a great success and enjoyed by many visitors. Special thanks are extended to **Emily, Sue [REDACTED] and Wendy [REDACTED]** for generously volunteering their time and enabling public access to the Guildhall on a Saturday.

Weddings at the Guildhall have also flourished this year, increasing from **14 bookings in 2024 to 18 in 2025**. Notably, the **weekday hire-by-the-hour wedding option** has grown in popularity, with many couples choosing to host an intimate ceremony with close family, followed by celebratory meals at local restaurants.

Civic Hall

Bookings at the Civic Hall have seen a welcome increase following the quieter August holiday period. It has been fantastic to witness a wide range of vibrant and diverse events taking place, both *for* and *by* the community.

The **Ukrainian Folk Band concert**, a sold-out event with over 500 attendees, received outstanding feedback. Regular weekly activities, including **dance** and **choral sessions**, have continued to attract enthusiastic participants. Wednesday lunchtimes have become a lively highlight, with a broad cross-section of the community gathering for the ever-popular **Community Fun Choir**.

Events Programme

September 2025

- Artisan Market
- Private Family Reunion
- NHS National Diabetic Prevention Programme
- Totnes Dance Collective
- Dance Space – Autumn Equinox
- Agile Rabbit presents... Live Music
- Margaret Morris Movement
- Community Fun Choir
- Totnes Harmony Choir
- Holistic Fair
- Pollen Tribe Music & Dance

October 2025

- Artisan Market
- Agile Rabbit presents: Simon Armitage, Poet Laureate
- Agile Rabbit presents: Ukrainian Folk Band (Live Music)
- NHS National Diabetic Prevention Programme
- Totnes Dance Collective
- Dance Space – Samhain
- Margaret Morris Movement
- Community Fun Choir
- Totnes Harmony Choir
- Cinema Documentary & Talk
- Lunchtime Singing Workshop

Lantern Making Workshop

November 2025

- Artisan Market
- Totnes & District Flower Club
- Margaret Morris Movement
- Totnes Dance Collective
- Private 50th Birthday Party
- Christmas Lights Switch-On
- Community Fun Choir
- Totnes Harmony Choir
- Torbay Symphony Orchestra Workshops & Concert
- Totnes Literary Festival
- Bal Folk Concert
- Lantern Making Workshop
- Agile Rabbit presents... Live Music Event
- Conscious Dance
- Lunchtime Singing Workshop
- Totnes Job Centre – Employment Fair
- Public Meeting – *Make Votes Matter*

December 2025

- Late Night Shopping (x3)
- Margaret Morris Movement
- Totnes Dance Collective
- Dance Space – Winter Solstice
- Community Fun Choir
- TAODS Rehearsals
- Totnes Harmony Choir
- Lantern Making Workshop
- Lunchtime Singing Workshop
- Park School – Performance
- Totnes Progressive School – Performance

Correspondence Log – September to October 2025 (Redacted):

Date	Phone/email	Request	Response
21/08/2025	phone	Busking complaint	Informed about Busking code of Practice and reported to the police in case they are in the area.
21/08/2025	phone	Cemetery Enquiry	
22/08/2025	phone	Housing benefit enquiry	Referred to SHDC
02/09/2025	Letter by Email		Letter of Support sent to Transition Town Totnes as agreed by Full Council.
03/09/2025	Phone	Complaint about Cemetery Bin Collection happening before 5am. Very noisy.	Made arrangements with waste company to change day and time of collection.
04/09/2025	Letter by Email		Letter sent to SHDC re issuing RADAR keys to transgender people on request as agreed by. Full Council
04/09/2025	email		Email to SHDC re parking permit review
04/09/2025	Phone	Bus Pass Enquiry	Directed to DCC
05/09/2025	email	Letter from SHDC planning enforcement regarding breach of planning for Palestinian flag flying in South Street. This has now been removed.	
05/09/2025	email	-	Email to SHDC (as part of Town Team meetings and engagement) with TTC suggestions for town cleanliness tasks, frequency and sweeper routes.
08/09/2025	phone	Enquiry about whether there is anywhere to hire a wheelchair in Totnes.	No wheelchair hire currently available
08/09/2025	email	How Now Dairy moving to Dartington Estate. Invitation to open day as we are a customer.	
08/09/2025	email	Request for list of stallholders at Friday's market due to wanting to purchase an item.	Directed to SHDC
10/09/2025	email	Follow-up on earlier email asking for alternative contacts for Transition Town Totnes as they have not had a reply to previous emails sent.	Replied with Cllr details.
15/09/2025	email	Odd Object Competition - Questions	Reply setting out Council's role and who to contact going forward.
15/09/2025	email	Request for the name of a vendor at the Totnes Market.	Directed to SHDC
15/09/2025	Phone	Enquiry about pre-purchase grave options.	Explained the options and email sent with documents and prices.

16/09/2025	email	-	Email to SHDC Licencing following Planning Committee comments on applications received.
16/09/2025	email	Complaint about road works, bus services and travel.	Informed about causes for roadworks and directed to DCC regarding buses.
17/09/2025	email	-	Email to Incredible Edibles to notify them of a number of fruit tree limb breakages at Totnes Cemetery due to weight of fruit and high winds.
18/09/2025	email	Request to use photos from the website	Replied to ask for specific images as copyright and use is complex.
18/09/2025	email	SHDC proposal to add a market at the Christmas Lights Switch On evening	Replied to explain the community nature of the event and insufficient time to take the proposal through Committee and Full Council this year to take forward.
19/09/2025	Phone	Wasps nest in the ground between two burial plots at the cemetery.	Inspected by officer w/c 22 Sep, pest control contacted and problem dealt with on 23 Sep.
19/09/2025	Facebook	Email of thanks for much cleaner streets in the town recently.	
22/09/2025	email	Vandalism to the Lifeworks Garden bench and its removal to the skate park area.	Response to say that TTC is considering gifting two picnic benches to the area which could help the situation.
22/09/2025	email	Overgrown foliage near Follaton bungalows.	Directed to DCC report a problem page.
22/09/2025	email	Planting of home-grown sapling at the cemetery	Replied to explain that this won't be possible and to approach SHDC who have a memorial tree scheme.
23/09/2025	email	Praise for the new skate park.	Replied to thank them for the comments.
24/09/2025	phone	Grave location enquiry.	Numbers and locations of graves provided to the caller.
24/09/2025	email	Council Tax Enquiry	Directed to SHDC
25/09/2025	email	-	Email sent to Totnes Allotment Association to notify of Castle Meadow hedge cut on 1 Oct.
26/09/2025	email	complaint about dirty, messy pavements.	Informed that this should change because SHDC have employed two new street cleaners.
26/09/2025	email	Overflowing bins and seagull problems.	Replied to say that the bin will be reported and providing the link to the SHDC website to enable real-time reporting of future problems.
29/09/2025	phone	Request for Vire Twinning contacts.	Passed to link councillor

29/09/2025	101 report	Defib at the Royal Seven Stars was removed and tampered with.	Police contacted to inform us of the progress they made on this. Defib now back in place and working.
02/10/2025	Environment Agency	Request for contact details update in the event of a flood.	Sent
03/10/2025	email	Complaint as a visitor to the town about the lack of pedestrian crossing on Coronation Road by the Seven Stars.	Replied to explain the there is a crossing slightly further up the road.
03/10/2025	email	Complaint about dog fouling in Castle Meadow	Replied to explain the dogs are permitted and that new signage is due to be put up soon.
06/10/2025	Letter	Raised concern about weeds, litter and overgrown hedges in the Collapark area and requested new supermarkets in the town.	No return address for reply
06/10/2025	Phone	Enquiry about how to get the National Bus Pass	Directed to DCC
06/10/2025	email	Concern over fire hazard caused by fire spinning at the Civic Hall on Wednesday evenings.	Reported to local police who have spoken and resolved the situation.
07/10/2025	Email	-	Response to SHDC re LCWIP priority.
07/10/2025	email	Leaves in Castle Street and Street Sweeper.	Informed this is an SHDC area.
07/10/2025	email	Enquiry about emergency flood planning following meeting from Environment Agency last April.	As a Town Council, this isn't one of our statutory obligations. Added to this we have a very small staff so don't have the resources to take on such a responsibility. In the event of an emergency, we would take our lead from Devon County Council or South Hams District Council.
07/10/2025	email	email to Mayor to report of a near miss on the Old Bridge earlier this year.	Reply from Mayor directing to members of the Traffic and Transport Forum who are currently working on a project to explore ways to make the bridge safer.
07/10/2025	phone	Burial plot buy back enquiry.	Explained position. Having spoken to the Clerk, called back and have sent form of renunciation to complete the transaction.
08/10/2025	email	Planning enquiry about covenants on a personal property.	Directed to SHDC
09/10/2025	In person	Concern over people spinning fire and playing loud music in the Market Square.	Advised that police were informed and have spoken with them but a further discussion with police from the resident would be helpful.
09/10/2025	email		XL Bin locations email to SHDC

10/10/2025	email	Request for explanation about Town Council's letter to MP and PM last year regarding events in Gaza	Reply sent from Mayor
10/10/2025	Phone	Pre-purchasing a burial plot - is it required?	Explained the options for the caller to consider.
13/10/2025	email	Castle Meadow follow up re dog use	Replied to say point about clearer signage is noted.
13/10/2025	email	Interest in helping with odd object competition in 2026	Replied to suggest contacting the Lantern Festival and Carnival group.
16/10/2025	email	Torbay Hospital Heart Campaign	Replied and copied to all Cllrs for individual support.
16/10/2025	email	-	Reported water leak in The Narrows to South West Water.
19/10/2025	email	Fireworks and anti-social behaviour in Castle Meadow	Replied to say maintenance team will investigate and will report to police.
20/10/2025	email	Contact from business owner about an increase to on-street parking charges by Devon County Council.	Replied to say the Town Council has not been consulted, has no knowledge of this and that we will look into it. [It will be an agenda item at Nov Full Council]
21/10/2025	email	Reports of ASB in Castle Meadow - Fireworks being let off dangerously in the middle of the night.	Reported on 101
21/10/2025	email	Concerns regarding traffic on the High Street.	
22/10/2025	email	Request by Totnes Trust to move the Queen Elizabeth II memorial from its current position to from its current position adjacent to Borough Park Road to the entrance to the Leat walkway, adjacent to Coronation Road	Informed that moving the memorial will not be possible because of the stone's fragile state.
27/10/2025	101 report	Report to 101 regarding graffiti and broken wiring and lighting under the civic hall.	DP-4668-25-5050-01
27/10/2025	email	-	Planning Committee feedback sent as part of the pre-application process.
27/10/2025	phone	Enquiry from someone hoping to move to the area regarding accessibility to supermarkets/grocery stores from the Narrows.	Description given.



DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 6TH OCTOBER 2025 IN THE GUILDHALL

Present: Councillors T Bennett (Chair), L Auletta, C Beavis, J Chinnock, T Cooper, J Cummings, J Hannam, J Hodgson, D Peters, A Presswell, E Price (left at 8pm) and N Roberts.

Apologies: Cllrs Collinson, Robshaw, Smallridge and Trant, and District Cllr Allen.

In Attendance: Four members of the public, District Cllr Birch, 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 emailed a report in advance and updated on: the local nature recovery strategy consultation; and the Climate Hub meeting. Cllrs asked about a refusal by Devon County Council to share a report linked to local government reform with South Hams District Council; and the status of S106 contributions from the Churchill development.

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

c. District Cllr Birch was present and had emailed a report in advance and updated on: the problems in gaining the financial report from Devon County Council; that a large part of the S106 monies from the Churchill development had gone towards the Clay Lane (Dartington) affordable

housing development; that the Catbikes scheme at Weston Lane has been suspended due to repeated vandalism; and the success of the Heritage Festival. No questions were asked.

d. District Cllr Presswell was present and had submitted a report. No questions were asked.

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 1st September 2025.

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

To note the following minutes:

b. Council Matters Committee 8th September 2025.

Noted.

c. Planning Committee 15th September 2025.

Noted.

d. Town Matters Committee 22nd September 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 1st September 2025.

No matters arising.

b. Council Matters Committee 8th September 2025

Item 5. Council Grant – TRAYE. It was **RESOLVED** unanimously that:

a. The second homes premium element of the precept totalling £11967 should be reallocated to youth provision; and

b. That TRAYE is awarded £10500 for the 2025/26 financial year for the protection of three fortnightly youth services.

Item 6. Confidentiality, Data Protection and IT Usage Policy. It was **RESOLVED** unanimously that the Confidentiality, Data Protection and IT Usage Policy is adopted.

Item 13. Totnes Christmas Market and Late-Night Shopping: Event Management 2026-28 (commercially sensitive). It was **RESOLVED** unanimously that Miss Ivy Events be appointed as the 2026–2028 delivery partner for the Christmas Late Night events.

Item 15. Castle Meadow (legal). It was **RESOLVED** unanimously to hold discussion of this item in the confidential session given the legal sensitivities.

Full Council to agree the recommendation of the Environment and Public Realm Working Group.
[Note: detailed discussion of the recommendation will need to take place in the Confidential session.]

c. Planning Committee 15th September 2025

Item 5a. Traffic and Transport, Local Cycling and Walking Infrastructure Plan. It was **RESOLVED** unanimously that the Town Council responds to South Hams District Council with single priority of the Totnes Bridge - High Street route, and to investigate options to improve: pedestrian safety on the bridge; support an increase in footfall and enhanced visitor experience whilst supporting local businesses; and ensure community safety on the High Street.

d. Town Matters Committee 22nd September 2025.

Item 3b. Environment and Public Realm Working Group. Planter Audit. It was **RESOLVED**:

- a. To retain planters at locations: A (under Totnes Town Centre sign); B (near Dartmouth Inn); 3 (end of Mill Lane); 4 (TTC Coronation Road bus stop); 11 (end of Bank Lane/Fore Street); and 20 (entrance to the Churchill development – see point d below).
- b. To remove the planters at locations: 1 and 2 (South Hams District Council (SHDC) Coronation Road bus stops); 5 (Fore Street opposite Seven Stars); 6 (The Plains taxi rank); 7 (St Katherine's Way); 9 (Fore Street/Ticklemore Street); 10 (Fore Street/Bank Lane); 25 (corner of Castle Street/High Street); and 28 (Rotherfold/The Bull).
- c. Appearance – remove all blackboards and paint all remaining planters green (suggested shade invisible green) which will remove Visit Totnes and Town Council branding.
- d. Planter 20 - place a warning sign on the uphill side of the planter warning of the unsuitability of the pavements to mobility scooters and wheelchair users.
- e. Relocate two smaller planters (that are in good condition) to the Dartmouth Inn to cluster around the base of the cherry tree.
- f. Totnes Gardens – with the removal of the two planters at the bus stops, write to see if Totnes Gardens would be prepared to take on the maintenance of the planters at the Dartmouth Inn and under the Totnes Town Centre sign with the same planting used in planters near the Wills memorial and on the end of Totnes Bridge.
- g. Offer number 21 near Footworks to the business and resident or otherwise remove.
- h. Write to The Mansion and United Reform Church encouraging them to repaint/use the planters for their own messaging.

Picnic Benches (PRD2.Q). It was **RESOLVED** unanimously that the Town Council offers two rectangular picnic tables to South Hams District Council (SHDC) to be installed in the vicinity of the skate park, location to be agreed between the Mayor, Skate Park Community Group and SHDC.

XL Bins (PRD2.F). It was **RESOLVED** unanimously that the two XL heritage bins are installed (subject to agreement with SHDC):

- Outside Firefly/Happy Apple on High Street; and
- To the rear of the Civic Hall at the end of the public toilets next to commercial bins, replacing the two bins currently placed on yellow hatched lines in a disabled parking bay.
- And that the Town Council requests that SHDC: provides a commercial waste bin on market days (Friday and Saturday) for trade waste generated by the market traders; and uses the opportunity to remove the redundant post near the parking meter once the two bins are removed to tidy up the area.

Item 4. Community Audit Brief. It was **RESOLVED** unanimously that:

- a. The Council proceeds with the commissioning of the audit; and
- b. A named consultant is used (Devon Communities Foundation) rather than going to tender and as such seeks Full Council approval for this appointment as a provider of a specialist service and as an agreed exemption to Financial Regulations.

Item 5. Mobility aid warnings for narrow pavements. It was **RESOLVED** unanimously that:

- a. A friendly warning is placed on the side of planter #20 advising of the unsuitability for wheelchair and mobility scooter use beyond this point.
- b. Vinyl stickers are placed on the bollards at the top of Fore Street along with a message to 'Take Care'.
- c. The Town Council website is updated to advise on the section of Fore Street and High Street around Eastgate that is unsuitable for wheelchair and mobility scooter use.
- d. A detailed referral is made to Devon Highways requesting signage on Fore Street warning of pedestrians and wheelchairs/mobility scooters in the road.

5. STRATEGY DELIVERY WORKING GROUP UPDATES

To:

a. Consider the updated Strategic Plan and Delivery Objectives.

It was **RESOLVED** unanimously to agree the amended objectives subject to the following comments and amendments:

- EPR01.4 – Cllr Hodgson clarified that pursuing the expansion of the National Landscape area is to support ongoing work and has no resource implications.
- Under Environment and Public Realm EPR01 – Re-word Vire Island and Borough Park objectives to read: To support place making improvements in relation to Vire Island and Borough Park.
- EPR05.3 – It was agreed to amend the wording to 'Support the creation of an environmental charter for Totnes'.

b. Receive an update from the Chairs of the Strategy Delivery Working Group Chairs.

There were no further updates.

6. COUNCILLOR REPRESENTATIVES

To consider appointing Cllr representative(s) to engage with the Totnes Lantern Festival and Carnival.

It was **RESOLVED** unanimously to appoint Cllr Bennett as the Councillor Representative to the Totnes Lantern Festival and Carnival.

7. OFFICE OF THE POLICE AND CRIME COMMISSIONER CCTV FUNDING SCHEME 2025

To consider potential locations for CCTV in Totnes in order to apply for the Office of the Police and Crime Commissioner CCTV Funding Scheme (deadline for applications 24 October 2025).

It was **RESOLVED** unanimously to support a scheme to extend CCTV coverage, up to a cost of £5,000 from general reserves. However, the Clerk and Members noted the challenge with a town wide CCTV project overseen and managed by the Town Council and the GDPR and ongoing resource implications it would involve.

8. 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.

9. NEXT MEETING

To note the next meeting dates of Monday 3rd November 2025 for Full Council, 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.

10. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

The proposed recommendation regarding public rights of way was **RESOLVED** and it was **AGREED** that the Clerk will take further legal advice on the ownership of land.

11. 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 8.55pm.

Cllr Tim Bennett
Chair



DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 13TH OCTOBER 2025 AT 6.30PM IN THE GUILDHALL

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

Apologies: Cllr E Price.

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 8th September 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** unanimously. It was **AGREED** to allocate £200 from the Visit Totnes line to sponsor the Skate Jam in return for recognition in associated publicity.

4. STRATEGY DELIVERY WORKING GROUPS

To consider any budgetary recommendations from the Economy Working Group, 8th October 2025.

It was **AGREED** that the Clerk will liaise with the Economic Support Officer to clarify the budgetary proposals of the Economy Working Group.

5. MAYOR'S ENGAGEMENT AND BUDGET

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

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

6. CAPABILITY POLICY AND PROCEDURES

To review the Capability Policy and Procedures.

The revised Capability Policy and Procedures was **AGREED** unanimously.

7. WHISTLEBLOWING POLICY

To review the Whistleblowing Policy.

Subject to a minor amendment to widen the scope to include reference to elected members, to **RECOMMEND** to Full Council that the revised Whistleblowing Policy is adopted.

8. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 10th November 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 September (financial).

These were reviewed and **AGREED** unanimously.

10. LEISURE FACILITIES

To consider an informal update on local leisure facilities.

The Clerk gave an informal overview of the position. The Committee discussed the need for improved community facilities including a building for youth provision.

11. STAFF ATTENDANCE

To note sickness and overtime balances (staffing).

Noted.

12. STAFFING UPDATE

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

Noted. The Clerk updated on an introduction of six-month reviews of performance targets for officers and that the new part-time Marketing and Communications Officer has started.

The meeting closed at 7.20pm

Catherine Marlton
Town Clerk
October 2025



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

ITEM 5 – RECOMMENDATIONS FROM COMMITTEE

5a. Full Council 6th October 2025

No recommendations.

5b. Council Matters 13th October 2025

Item 7. Whistleblowing Policy. Subject to a minor amendment to widen the scope to include reference to elected members, to **RECOMMEND** to Full Council that the revised Whistleblowing Policy is adopted.

5c. Planning Committee 20th October 2025.

Item 5. Bicycle Racks. 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.



Item 6. Licensing Issue. 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.

ITEM 7 – ON-STREET PARKING CHARGES INCREASES

The Town Council is aware that Devon County Council (DCC) proposes to increase charges for on-street parking. A number of County Cllrs have called in this decision and there was a special meeting of the Corporate Infrastructure and Regulatory Services Scrutiny Committee on Wednesday 22nd October to discuss the issue. The agenda and papers for this DCC committee can be found at <https://democracy.devon.gov.uk/ieListDocuments.aspx?CId=427&MId=5509> , with extracts from some of the papers below for ease.

Media reporting has stated that ‘maximum 50 percent hikes are being proposed in parts of Totnes’. The table below (see under ‘Record of Decision’, relevant extracts only) shows the level of proposed increases, with the 50 percent increase affecting stays of 2-3 hours ‘in the Bridgetown area’, which is essentially the spaces on Seymour Road, the only DCC paid parking in Bridgetown.

As a comparison, South Hams District Council increased its car parking charges in 2025 and the rates for town centre car parks is below:

Duration	Charge	SHDC Resident Discount Scheme Charge
30 minutes	£1.50	£0.90
1 Hour	£2.00	£1.50
2 Hours	£3.00	£2.50
3 Hours	£4.50	£3.50

Matters for Consideration [from the DCC agenda] – In accordance with the Scrutiny Procedure Rules, the requisite number of Councillors (Dawson, Leaver, Connett, Tyldesley, Cox and Jusef) have invoked the call-in procedure in relation to the decision of the Cabinet Member for Highways relating to the proposal for Pay & Display Price Increases 2025- Record of Decision.pdf.

This is on the grounds that: - ‘pay and display fees/charges see increases of up to 50% in charges in some communities. At a time when traders are struggling and businesses are closing, increasing the cost of visiting areas to contribute to the local economy seems counterproductive. Increases may be necessary, but it is felt these can be fairer, more considerate of local needs and not as substantial in one hit’.

The Monitoring Officer has reviewed this and is satisfied that the call in is valid and meets the threshold required.

The Cabinet Members decision on this matter will be held in abeyance until the call-in procedure has been concluded.

The Scrutiny Committee’s views will be reported to the meeting of the Cabinet on 12 November 2025.

Extract from the Minutes of the Corporate Infrastructure and Regulatory Services Scrutiny Committee on Wednesday 22nd October:

It was MOVED by Councillor Mitchell and SECONDED by Councillor Keable and RESOLVED:
(a) that the Countywide proposals to increase pay and display charges that were approved by the Cabinet Member for Highways, as circulated, be endorsed;

- (b) that Cabinet be requested to review the policy regarding the frequency of future car parking charge adjustments, as well as the maximum price cap;
- (c) that Officers continue to work in partnership with District Councils regarding the uplift of car parking charges; and
- (d) that Cabinet be requested to identify the existing data available to the County Council that would support it with additional adjustments.

To read the discussion in full see this link:

<https://democracy.devon.gov.uk/documents/g5509/Printed%20minutes%2022nd-Oct-2025%2010.30%20Corporate%20Infrastructure%20and%20Regulatory%20Services%20Scrutiny%20Comm.pdf?T=1>

Record of Decision [Pay and Display Price Increase 2025]

RECORD OF DECISION TAKEN BY CABINET MEMBER FOR HIGHWAYS This Report must be completed on behalf of the relevant Cabinet Member immediately after any decision has been made. It needs to be shared in line with the guidance set out in section 3c of the Constitution (para 11) before sending to Democratic Services for publication in accordance with the Council's Constitution	
Title and Summary of Matter or Issue Requiring Decision	Pay & Display Price Increases 2025
Decision Taken (i.e. approved or not approved together with any caveats)	Approved (Please delete as appropriate)
Summary of Reason(s) for Decision Taken (or provide a link of any report or other document setting out the reasons)	Devon County Council last increased pay and display prices in September 2022. Following a review of the current parking charges and the charges for nearby off-street car parks, it is proposed to make increases to the County Councils parking charges across the county.
Publicity or consultation undertaken (either before or after the decision is made)	If the price increases are approved, a public notice detailing the price changes will be published in the Western Morning News and notices will be placed adjacent to the parking areas affected.
Divisions affected by the decision and consultation with the local Member or Members. (Confirm you have consulted the Local Member	This is a county wide decision. It is recognised that not all electoral divisions have pay & display but it is considered that parking charges will affect all residents and all members, which is why this is considered a county wide decision and why local members have not been consulted
Summary of Alternatives or Options considered and rejected (alternatively, attach copy of any report or other document setting out alternatives/options)	The option of not increasing parking charges or reducing the increase would not meet the council's position that onstreet parking should cost more than off-street – to encourage the use of car parks and reduce traffic circulating the highway network looking for a space.
Links to the Council's Strategic Plan	The proposals for the management of parking in communities aligns with the 'Best Place' Strategic Plan 2021 – 2025. The policy assists in managing parking stock effectively, to assist in ensuring the right parking opportunities are available to support town centres and helps towards a prosperous future. The policy also works to address climate change; helping to reduce congestion, reducing carbon emissions and improving air quality, and any surplus can be reinvested in public transport or environmental improvements. This also aligns with the County's Local Transport Plan.
Financial and Risk implications, including staffing.	The introduction of pay & display is not designed to create a surplus but to influence travel and parking choices. Any income will

	fund the running, management and enforcement of the scheme. Any surplus that may be created will be used to fund the maintenance and development of parking management schemes and a limited number of other traffic and transport related services in accordance with the criteria for funding prescribed in Section 55 of the Road Traffic Regulations Act 1984. This includes: • the provision or operation of public transport services • highway or road improvement projects • environmental improvements There are no staffing implications from this decision
Legal implications	A public notice must be issued at least 21 days before any increase can come into effect.
Other legislative implications - including public sector equality duty (attach any Impact Assessment undertaken or provide a link)	None
Details of any personal interest/ conflict of interest and dispensation granted to the Cabinet Member(s) involved (or consulted upon) in this decision.	None
Contact for enquiries/further information	Name: Chris Rook Tel: 0345 155 1004 Email: trafficorders@devon.gov.uk
Notice of this Decision will be published on the Council's website and any supporting documentation considered by the individual taking this decision and relevant to the matter shall also be made available for inspection by the public	
Signature of Cabinet Member	Councillor Dan Thomas Date: 23 September 2025

Area & Tariff Name	Times of Operation *excludes Christmas Day	Existing Charges 2024/25	Proposed Charges 2025/26	£ Change	% Change	Narrative
Totnes A Town Centre	9am-6pm Mon-Sat inc Bank Hols* 30 mins 1 hour Sun	£0.40 £0.90 Free	£0.50 £1.00 Free	£0.10 £0.10	25.00% 11.11%	10% (nearest coin) 10% (nearest coin) Nil
Totnes B Bridgetown Area	9am-6pm Mon-Sat inc Bank Hols* 30 mins 1 hour 2 hours 3 hours Sun	£0.40 £0.90 £2.20 £2.80 Free	£0.50 £1.00 £3.30 £4.20 Free	£0.10 £0.10 £1.10 £1.40	25.00% 11.11% 50.00% 50.00%	10% (nearest coin) 10% (nearest coin) Parity + 10% (nearest coin) Parity (max 50%) Nil

ITEM 8 – BANKING SERVICES IN TOTNES

The Council has received an email from Caroline Voaden MP inviting it to sign a petition that she has created to 'Save Totnes Banking Services'. The wording of the petition (see https://www.carolinevoaden.com/save-totnes-banking-services?utm_campaign=cf28aac9-78a2-4e85-957a-36d18386d809&utm_source=so&utm_medium=mail&cid=4fc8cf98-0016-4db0-8c7c-96f0891b9e03) is below:

Totnes will soon be left without a bank once Lloyds Bank closes its doors in January.

As soon as she was notified of the closure, Caroline Voaden submitted a cash review request through LINK, the public body responsible for carrying out such assessments. After carrying out the assessment, LINK deemed Totnes banking services to be adequate, limiting the chances of opening a banking hub in the town.

Caroline Voaden is calling for them to reconsider and for a banking hub to be opened in Totnes. If you agree, show your support by signing the below petition.

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
November 2025	Monday 3 rd	Monday 10 th	Monday 17 th	Monday 24 th
December 2025	Monday 1 st	Monday 8 th	Monday 15 th	None
January 2026	Monday 5 th	Monday 12 th	Monday 19 th	Monday 26 th
February 2026	Monday 2 nd	Monday 9 th	Monday 16 th	None

November

Full Council – 3rd November at 6.30pm

Remembrance Sunday Service – 9th November (10.40am at the War Memorial, St Mary's Church)

Council Matters Committee – 10th November at 6.30pm

Planning Committee – 17th November at 6.30pm

Environment and Public Realm Working Group – 19th November at 4.30pm

Town Matters Committee – 24th November at 6.30pm

Christmas Lights Switch On – 25th November in the Civic Hall from 3.00-6.00pm

December

Full Council – 1st December at 6.30pm

Economy Working Group – 3rd December at 12.30pm

Council Matters Committee – 8th December at 6.30pm

Planning Committee – 15th December at 6.30pm

January

Full Council – 5th January at 6.30pm

Council Matters Committee – 12th January at 6.30pm

Planning Committee – 19th January at 6.30pm

Community Working Group – 16th September at 6pm

Environment and Public Realm Working Group – 21st January at 4.30pm

Town Matters Committee – 26th January at 6.30pm

Traffic and Transport Forum and AGM – 28th January at 6.30pm

February

Full Council – 2nd February at 6.30pm

Council Matters Committee – 9th February at 6.30pm

Civic Service – Sunday 15th February at 11am (St Mary's Church)

Planning Committee – 16th February at 6.30pm

May 2026

21st May – Mayor Making (morning)

28th May - Annual Town Meeting, 6pm in the Civic Hall.

Communications Points – please check the Totnes Town Council 'News' page Further verbal updates to be given by the Clerk at the meeting.

Link Councillor/Councillor Representative on Outside Body Updates

Updates from Cllr Auletta:

OSSRW (Open Spaces, Sports, Recreation and Wellbeing)

- Production of new Greenways map for OSSRW policy to be presented at next Town Matters, now awaiting input from Totnes Ramblers.
- Bat walk at Bowden Pillars - update with CI of Devon Wildlife Trust. Only 2.5 percent of trees planted on the land have died over the summer which is a lower failure rate than normal (due to use of Moor Trees locally grown stock).
- Leechwell Gardens Association Committee Meeting - suggestions provided re social prescribing, volunteering opportunities and highlighting potential grant funds.
- Skatepark - liaison re siting of picnic tables.
- Meeting FP at Lifeworks Community Garden Borough Park to update re benches / picnic table.

Traffic and Transport Forum

- Attended Active Travel England webinar on funding for innovative schemes.
- Met with MF of Dart Valley Cycle Trail for update and to pass on suggested contacts.
- Meeting with Devon County Council re Bridge Feasibility study.
- Bridgetown Alive AGM - Introduction to new Committee as Deputy Chair of Traffic and Transport Forum including discussion re pedestrian crossing at top of Bridgetown Hill.

Heritage

- Guildhall Cottage - meetings to discuss soft strip extent.
- English Heritage - meeting re Castle opportunities.
- South Hams Energy Assembly - introduction to Conservation Officer GL and discussed appropriate approaches to listed buildings and conservation areas.

Other

- Attended Fuel Poverty presentation (Totnes has 14.5 percent of its population in Fuel Poverty, whereas South Devon has 10.5 percent average). Linked volunteer at Citizens Advice (with utilities payment vouchers) and South Dartmoor Community Energy who offer energy advice but don't have access to vouchers.

CALENDAR OF TOTNES TOWN COUNCIL MEETINGS 2026

	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)
Jan = 5	Full Meeting 5 th	Meeting 12 th	Meeting 19 th	Meeting 26 th	Forum & AGM 28 th @ 6.30pm
Feb = 3	Full Meeting 2 nd	Meeting 9 th	Meeting 16 th	None	None
Mar = 4	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	Steering Group (29 th @ 6.30pm)
May = 3	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 = 5	Full Meeting 6 th	Meeting 13 th	Meeting 20 th	Meeting 27 th	Forum (22 nd and 29 th @ 6.30pm) & SG
Aug* = 2	Recess Committee* 3 rd	None	Meeting* 17 th	None	None
Sep = 4	Full Meeting 7 th	Meeting 14 th	Meeting 21 st	Meeting 28 th	None
Oct = 4	Full Meeting 5 th	Meeting 12 th	Meeting 19 th	None	Steering Group (21 st @ 6.30pm)
Nov = 4	Full Meeting 2 nd	Meeting 9 th	Meeting 16 th	Meeting 23 rd	None
Dec = 3	Full Meeting 7 th	Meeting 14 th	Meeting 21 st	None	None

*If required. The Traffic and Transport Steering Group meetings will be held if required – please check with the TTF Chair and these meetings are not open to all (Steering Group members only).