



AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL MONDAY 13TH APRIL 2026 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 13th April 2026 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.
- d. District Cllr Presswell – document attached.

The Council will convene to consider the following items:

3. CLERK'S REPORT

To note the Clerk's Report for February and March 2026 (general updates and correspondence). Document to follow.

4. CONFIRMATION OF MINUTES

To approve and sign the minutes of the following meeting:

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

- a. Full Council 2nd March 2026 – document attached.

To note the following minutes:

- b. Council Matters Committee 9th March 2026 – document attached.
- c. Planning Committee 16th March 2026 – document attached.
- d. Town Matters Committee 23rd March 2026 – document attached.

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):

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

- a. Full Council 2nd March 2026.
- b. Council Matters Committee 9th March 2026.
- c. Planning Committee 16th March 2026.
- d. Town Matters Committee 23rd March 2026.

6. STRATEGY DELIVERY WORKING GROUP UPDATES

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

7. COMMUNITY AUDIT

To consider the findings of the Community Audit report. Documents attached.

8. EAR MARKED RESERVES

To consider the Council Matters Committee recommendation for the Council's Earmarked Reserves allocation for FY 2026/27. Document to follow.

9. ELECTION OF MAYOR FOR 2026/27

To elect the Mayor and the Chair of the Council for the Council Year 2026-2027 (effective May 2026). No document.

10. MAYOR MAKING AND MAYORAL ELECTION

To appoint Councillors to undertake the following duties at the Mayor Making ceremony on 21st May 2026 (no document but please note that the proposer and seconder should be prepared to make a short speech setting out the reasons by they are proposing the candidate as Mayor):

- a. To propose the election of the new Mayor;
- b. To second the election of the new Mayor;
- c. To propose and endorse the election of all other Council positions and Committees; and
- d. To propose a vote of thanks to the outgoing Mayor.

11. MEMBERSHIP OF COMMITTEES, WORKING GROUPS AND LINK COUNCILLORS FOR 2026/27

To elect members to committees, outside representatives and link councillor roles. Document attached showing existing and proposed membership. Document attached.

12. TOTNES CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN CONSULTATION

To consider any response to the South Hams District Council consultation on the Totnes Conservation Area Appraisal and Management Plan (deadline for comments 26th April 2026). See https://totnes-caa.commonplace.is/?_gl=1*1k9ly8a*_gcl_au*MjExMjA2MzYwMi4xNzc0MjY0MTI2 and document attached.

13. PLANNING APPLICATIONS

To consider any planning applications whose deadline falls before the next Planning Committee on 27th April 2026: 0478/26/HHO – Householder application for conversion of an integral garage to habitable space and alterations to the northern (front) elevation. 12 Birchwood Close, Totnes, TQ9 5GB. See <https://southhams.planning-register.co.uk/Planning/Display/0478/26/HHO> No document.

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

To note a list of upcoming meeting dates, Council communications points and link Councillor/Councillor representatives on outside bodies updates. Document attached.

15. NEXT MEETING

To note the next meeting date of Monday 11th May 2026 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.

16. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

17. SOUTH HAMS DISTRICT COUNCIL ASSET TRANSFER

To consider any asset transfer request to South Hams District Council. Document attached.

18. TOTNES NEIGHBOURHOOD PLAN ADVICE

To consider a quote for advice to specific questions related to the Totnes Neighbourhood Plan not covered by the recent health check (commercial). Document attached.

19. GUILDHALL GARAGE OWNERSHIP

To consider an update on the ownership of the Guildhall Garage (legal). Verbal update.

Agenda produced by:

Catherine Marlton

Town Clerk

8th April 2026

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.