



## AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 13<sup>TH</sup> 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 13<sup>th</sup> 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.

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*The Committee will adjourn for the following items:*

Reports from County and District Councillors:

- a. County Cllr Hodgson – no document.
- b. District Cllr Allen – no document.
- c. District Cllr Birch – document attached [page 4].
- d. District Cllr Presswell – document attached [page 8].

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*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 2<sup>nd</sup> March 2026 – document attached [page 12].

To note the following minutes:

- b. Council Matters Committee 9<sup>th</sup> March 2026 – document attached [page 16].
- c. Planning Committee 16<sup>th</sup> March 2026 – document attached [page 19].
- d. Town Matters Committee 23<sup>rd</sup> March 2026 – document attached [page 22].

## **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 26):

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

- a. Full Council 2<sup>nd</sup> March 2026.
- b. Council Matters Committee 9<sup>th</sup> March 2026.
- c. Planning Committee 16<sup>th</sup> March 2026.
- d. Town Matters Committee 23<sup>rd</sup> 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 [see separate attachments].

## **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 21<sup>st</sup> 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 [page 42].

## **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 26<sup>th</sup> April 2026). See [https://totnes-cao.commonplace.is/?\\_gl=1\\*1k9ly8a\\*\\_gcl\\_au\\*MjExMjA2MzYwMi4xNzc0MjY0MTI2](https://totnes-cao.commonplace.is/?_gl=1*1k9ly8a*_gcl_au*MjExMjA2MzYwMi4xNzc0MjY0MTI2) and summary document attached [page 45].

## **13. PLANNING APPLICATIONS**

To consider any planning applications whose deadline falls before the next Planning Committee on 27<sup>th</sup> April 2026:

13a. 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>

## **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 [page 46].

## **15. NEXT MEETING**

To note the next meeting date of Monday 11<sup>th</sup> May 2026 for Full Council, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

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

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**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

8<sup>th</sup> 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.**

**2c. District Cllr John Birch, SHDC Member for Totnes - Report to the meeting to be held on Monday 13 April 2026**

I report on the following

**Fusion**

Fusion Lifestyle held long-term contracts to operate the following leisure centres in South Hams

- Dartmouth Leisure Centre
- Ivybridge Leisure Centre
- Quayside Leisure Centre (Kingsbridge)
- Totnes Leisure Centre

For several years, SHDC [South Hams District Council] has repeatedly stepped in to support Fusion to keep these centres open but a few weeks ago, Fusion warned the council that it was likely to enter administration, or possibly liquidation if agreement could not be reached over the funding of the period of administration.

As a result, whilst working with Fusion to avoid liquidation and the centres closing, SHDC started looking for alternatives to ensure that the services could transfer as quickly as possible.

SHDC has now awarded a short-term contract to Parkwood Leisure to operate its leisure services. A national operator, Parkwood also runs leisure centres in Torbay and North Devon.

SHDC is working closely with Parkwood and Fusion's administrator to ensure that the centres, their staff, swim school, fitness classes and memberships continue without any interruption and transfer seamlessly over to Parkwood.

Council Leader, Cllr Dan Thomas, said: "It is deeply disappointing that we have reached this point with Fusion, not only have they failed to honour their contract, but they have let our residents, our leisure services customers and their own staff down badly. Residents and leisure centre customers can be assured that we will do everything we can to enable Parkwood who have a strong local presence to get up and running as quickly as they can."

Cllr Julian Brazil, Executive Member for Leisure, said: "Over the last couple of years, Fusion have continually failed to keep their promises, and it is our leisure centre customers that have suffered. Quite frankly I am delighted that they will no longer be running our leisure services. We are doing everything we can to make sure residents still have access to the facilities they rely on. Our focus now is on securing a stable, long-term solution that protects local provision and supports the wellbeing of our residents."

**Crisis and Resilience Fund – Support for Low-Income Households with heating oil costs**

The Government announced additional funding for heating oil to be delivered through the Crisis and Resilience Fund, due to the ongoing global events. South Hams share of the funding from Devon County Council is £108,889.

This funding is intended to go to low-income households experiencing a financial shock due to the spike in the cost of heating oil.

The Benefits team have been contacting residents where existing datasets suggest they meet the eligibility criteria of the scheme and will fast-track these applications.

Further information can be found at [www.southhams.gov.uk/crisis-resilience-fund](http://www.southhams.gov.uk/crisis-resilience-fund) and SHDC would be grateful if you could make your networks aware of the scheme.

Officers are working on a delivery plan for the other strands of the Crisis and Resilience Fund and will provide further updates shortly.

### **A Community Economic Plan for Totnes**

Totnes is working towards having a Community Economic Plan (CEP). People have been asking me, what is it and how will it benefit the town? The answer is it will be a long-term programme designed to strengthen Totnes' economy and support local businesses, residents, and community organisations.

It was instigated by South Hams District Council (SHDC) working with Totnes Town Council. A comprehensive consultation was carried out between May and August 2025 and the Totnes CEP is now moving into its delivery phase, with work being taken forward by the two councils and a dedicated community steering group.

The plan builds on the Totnes Neighbourhood Plan, adopted in 2023, and focuses on practical steps that will make Totnes more resilient, sustainable and prosperous in the years ahead.

During the consultation, residents, businesses and organisations took part through surveys, drop-in events and an interactive online map. The project gathered an encouraging response from website visitors and survey respondents along with comments on the consultation map.

This feedback has shaped the priorities for the development of the Totnes CEP as well as identified the issues that people and businesses want addressing.

Local businesses have called for stronger marketing and fundraising assistance together with a more coordinated approach to promoting Totnes. Local business owners also showed a clear interest in networking opportunities, business training and joint events to promote the town. Some businesses were concerned about the struggle with digital infrastructure which affects business efficiency and customer service. Concerns were also raised about the lack of recycling options and businesses wanted to see a more sustainable waste and recycling services.

There was a strong community interest in there being a wider choice of locally sourced goods being available in our shops. There were calls for safer and more accessible routes to make it easier to walk and cycle.

So, what happens next? The Totnes CEP is now entering its delivery phase and the focus will be on turning ideas into action. Task Groups are being set up to develop five-year project plans, which will be delivered in partnership with local organisations as funding opportunities arise.

The benefit of a Totnes Community Economic Plan will help ensure Totnes has:

- A strong voice when funding becomes available.
- A clear plan that reflects local needs.
- A joined-up approach between SHDC, Totnes Town Council, businesses and the community.

## **SHDC Transfer of Community Assets Policy**

SHDC has received a number of requests from town and parish councils to transfer land and property to them. The purpose of this policy is to ensure any such requests are dealt with on a fair and consistent basis.

The Council holds land and property for broadly three reasons:

1. To deliver our services;
2. For commercial and strategic reasons; and
3. As custodians of land held for and on behalf of our residents and communities

Examples (this is not a conclusive list) from each category are as follows

1. Our HQ buildings and waste depots
2. Business units, car parks, investment property
3. Parks, open spaces, sports pitches

SHDC will only consider asset transfer requests for land or property in category 3 above.

In all cases, the transfer will require the continued use of land for its current purpose, and the Council will place such legal restrictions as are required to ensure that the land is protected in perpetuity for that use.

Each case will be assessed and determined on an individual basis. Additionally, there may be land and property that does not neatly fall into the above categories, in which instances the Council will make whatever decisions it considers appropriate to meet its legal duty in those cases.

### The way in which requests will be dealt with:

History shows that most asset transfers take 2 years to complete and that they cost the Council significant resource to manage. The question of resources and timeframes is a critical one. To mitigate this concern, the Council will adopt the following approach:

1. A standard form of transfer and standard terms which are non-negotiable. All terms agreed in the heads of terms will be final and not subject to change.
2. The opportunity to have transfers prioritised through outsourcing of legal work, if the transferee agrees to pay for it.
3. The council has made additional resource available in the land and property team to manage requests (paid for by the Council).
4. Each town and parish to be given one opportunity to make a request, which once confirmed will proceed without further change to the scope during the process, to ensure each community has a fair chance to make such a request.
5. SHDC will set a deadline (in Spring 2026) for towns and parishes to submit their requests and these will then be dealt with based on the simplest and most straightforward requests (which comply with the policy) being dealt with first. Whilst the Council will endeavour to do so there is no guarantee that all requests can/will be processed ahead of any restrictions that may be imposed preventing disposals of land and property taking effect.

## **Totnes Conservation Area Consultation**

Section 69 (1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 requires that from time to time Local Authorities should assess and designate areas of *“special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance.”* Section 69(2) requires that the review the past exercise of functions under this section and determine whether any

parts or any further parts of their area should be designated as conservation areas; and, if they so determine, they shall designate those parts accordingly. The Totnes Conservation Area Appraisal have been reviewed in accordance with the requirements under the Planning (Listed Buildings and Conservation Areas) Act 1990 (section 71).

It is a statutory responsibility of the Council to review its conservation areas from time to time and seek via consultation, public views to ensure the ongoing preservation and enhancement of the conservation area.

The review of the Totnes Conservation Area is part of a wider programme to review all the conservation areas across the South Hams. The Appraisal for Totnes has been produced in draft for public consultation.

The consultation period marks the start of formal community engagement whereby the public are invited to review the new document and provide comments. The consultation will last 6 weeks and responses will be taken into consideration and incorporated, where relevant, to ensure the document is an up to date and effective planning tool for the area it serves.

Date 8 April 2026  
Cllr John Birch  
SHDC Member for Totnes

## 2d. District Councillor Report for Totnes Town Council from Cllr Anna Presswell 06/04/2026

### Communal Charges LIVEWEST

I investigated some communal charges that seemed erroneous by a couple of residents. Livewest is not the most direct organisation to communicate with if you are not computer savvy. This is the number to advise residents to call if there are any issues they have.

Charlotte Holdsworth, Community Connector 01803 869 811 and 07710 389 290

### Dangerous Pavements/Paving

I reported in some pavement areas around Totnes this month, that were dangerous for both pedestrians and wheelchair users. In light of the imminent LGR upheaval I thought I would comment on this.

There is a self-evident reporting process, though it is not directly clear who owns which pavement. To save time and also for those who are aware of pavements that need to be reported in.

I wrote to our Localities office at SHDC. The pavements ownership varies between SHDC and DCC. By using the Cadcorp map, which some of you are familiar with, you can zoom in on specific pavements – and report to the relevant authority.

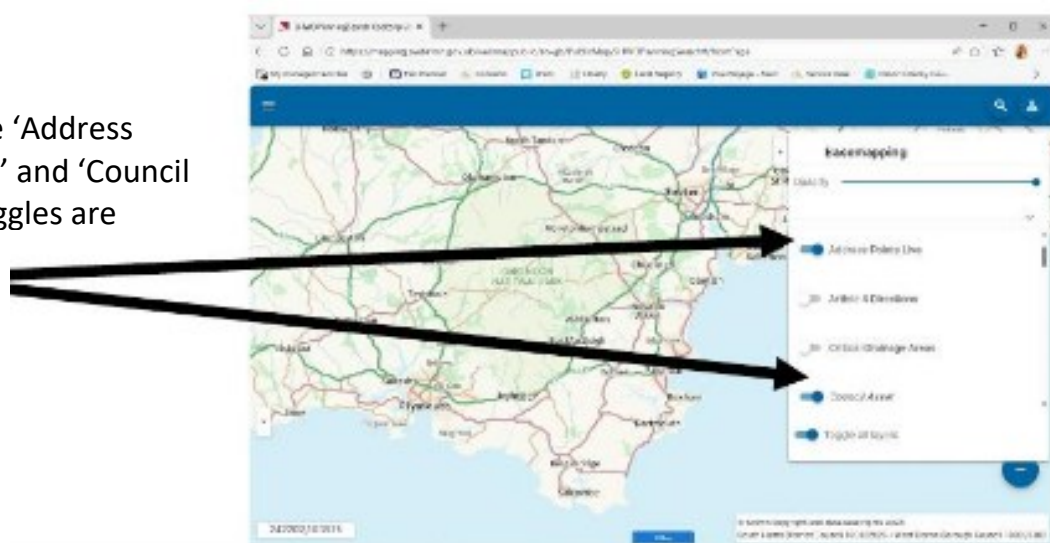
<https://www.southhams.gov.uk/step-by-step/using-interactive-mapping/open-interactive-map>

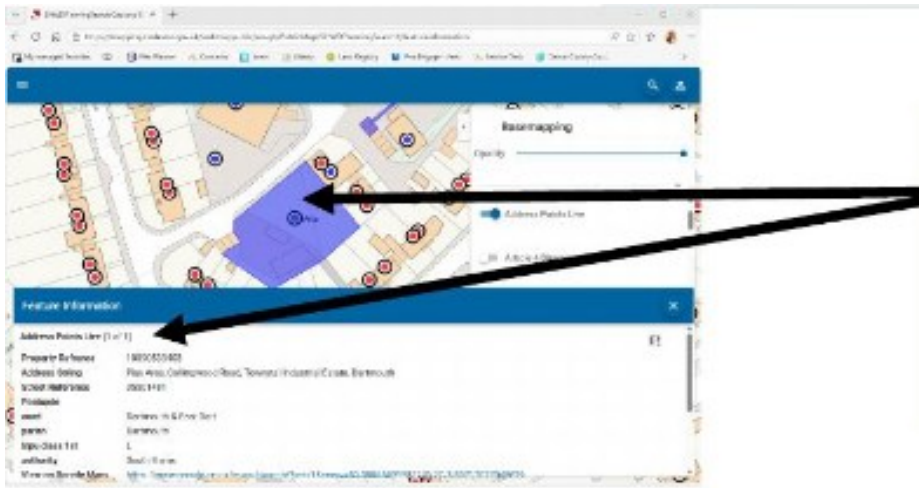
Use the guide to highlight ‘asset’ areas. If the area becomes blue it is the responsibility of South Hams. Devon County Council Report page – trip hazards. Report highway pavements here.

<https://www.devon.gov.uk/roads-and-transport/maintaining-roads/managing-the-network/trip-hazards/>

If this doesn't belong to the highway network. This will either allow the report to go through or it will notify that this a private lane.

Make sure ‘Address points live’ and ‘Council Assets’ toggles are





Identify the asset. Click the centre of the circle for the Property Reference (UPRN) or make a note of the Northing and Easting shown bottom left corner

## Leisure Centre Update

Following several last-minute twists Fusion have confirmed that they have filed the 'Notice of Appointment of Administrators' on Wednesday 01 April 2026, which means Fusion has now officially entered administration. The leases of the centres terminate on 1 June. Parkwood Leisure manage 76 leisure centres throughout England and Wales on behalf of 42 local authorities. Their ethos is to see leisure more than a community asset but to promote a healthier and happier lifestyle within a community. A well established, family owned operated business.

*'We uphold strong family values in all aspects of our work and take immense pride in delivering exceptional services that consistently raise the bar within the industry and provide an unparalleled customer experience. Integrity, trust, and a personalised approach are at the core of everything we do. We strive to be a company that's large enough to effect meaningful change, yet small enough to maintain a genuine connection with each client, fostering a sense of belonging and dependability. Our dedicated and passionate team members are the driving force behind our collective success. We recognise that our employees are more than just staff; they're partners in our shared journey. We foster a supportive and inclusive work environment where every team member feels valued and empowered to contribute their unique skills and talents.'*

*Through our unwavering commitment to excellence, innovation, and community engagement, we aim to be a leading force in the leisure industry, setting new standards and inspiring others to follow suit. We're excited about the future and the positive impact we'll continue to make in the lives of individuals, families, and communities for generations to come.'* Parkwood Leisure

SHDC have secured the continued operation of the centres and safeguarded the jobs of the staff employed there. Nothing changes until a planned handover to Parkwood on 01 June.

### **A list of the FAQ's is attached from SHDC:**

We have awarded a contract to Parkwood Leisure to run its leisure services, after Fusion Lifestyle, the company that currently runs leisure services in South Hams, advised that it has gone into administration. The management and day-to-day operations of the Fusion leisure centres across all sites will transfer to Parkwood Leisure over the coming weeks. To support a smooth transition, we have prepared the following FAQs and will continue to update them as needed.

- What does 'Administration' mean for Fusion Lifestyle? Business as usual. Administration allows Fusion to continue trading while joint Administrators work to ensure the continued opening and continuity of the leisure centres. Fusion has appointed Nadeem Sweiss and Adam Stephens of S&W Partners LLP as Joint Administrators to oversee Fusion, with the aim of securing a new operator to take over the leisure centres. To avoid disruption, we have agreed to a short transition period, supporting Fusion in Administration to enable a smooth transition to Parkwood. This means leisure services will remain open to the local community.
- Are the leisure centres still open? Yes. All the leisure centres remain open and operating as usual.
- Will my membership still work? Yes. All memberships at your leisure centre remain active.
- Will classes, lessons and activities continue? Yes. All classes, swimming lessons, and scheduled activities remain active.
- Do I still need to pay my membership fees? Yes. Direct debit and membership payments continue as normal unless advised otherwise.
- I have paid in advance — will my booking/session/party take place? Yes. All existing bookings and prepaid sessions at your leisure centre will be honoured.
- Can I still make new bookings? Yes. Bookings can be made online, through the app or in-centre as usual. Your log in details will remain the same.
- Will staff still be here? Yes. Staff remain in place and operations continue at your leisure centre.
- Will my centre close? There are no plans by Fusion's administrators to close any leisure centres.
- What happens next? We will provide further updates with the new operator, Parkwood, before any changes come into effect.
- Who is running the business during Administration? The Joint Administrators are overseeing operations, but day-to-day management remains with the Fusion staff.
- Will my data remain protected? Yes. All membership data continues to be handled in line with GDPR data protection laws. Fusion's privacy policy is available at [www.fusion-lifestyle.com/privacy-policy](http://www.fusion-lifestyle.com/privacy-policy) If there is a change in operator there will be a transfer of your customer data to the new provider. Your data is important, and when we do handover operations to the new operator, Parkwood Leisure, everything will be processed in accordance with Data Protection regulations. Parkwood Leisure privacy notice is available at: [www.leisurecentre.com/privacy-policy](http://www.leisurecentre.com/privacy-policy) For the Joint Administrators, S&W's privacy policy is available at Privacy notices | S&W Group; [www.swgroup.com/legal-regulatory-and-compliance/privacy-notice](http://www.swgroup.com/legal-regulatory-and-compliance/privacy-notice)
- How do I contact you? Please contact your local leisure centre team as usual, using the contact details on the website in the first instance. In the event your query is not answered, you may contact the Joint Administrators at [fusion@swgroup.com](mailto:fusion@swgroup.com)
- Will prices change? There are no plans to change prices, outside of any planned increases.

- Can I cancel my membership? Yes. Cancellation processes remain the same and follow standard terms and conditions.
- Are loyalty points, credits, vouchers, or passes still valid? Yes. All existing credits and passes remain valid until further notice.
- What about refunds? For details about refunds, please contact your leisure centre.
- Why has Fusion entered Administration? Fusion has faced sustained financial pressures due to rising operational costs, a lack of government funding, and post-pandemic recovery challenges. The charity has made significant attempts to introduce new funding; however, despite some interest, these efforts were unfortunately unsuccessful and therefore Joint Administrators were appointed.
- How will updates be communicated? Updates will be provided on the local leisure centre's website and via our website in due course.



## **DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL MONDAY 2<sup>ND</sup> MARCH 2026 IN THE GUILDHALL**

Present: Councillors T Bennett (Mayor and Chair), L Auletta, C Beavis, J Chinnock, T Cooper, J Cummings, J Hodgson, D Peters, A Presswell, E Price and T Robshaw.

Apologies: Cllrs Collinson, Hannam, Roberts, Smallridge and Trant, and District Cllr Birch.

In Attendance: District Councillor Allen, 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. [Cllr Robshaw?]

***The Committee will adjourn for the following items:***

**Reports from County and District Councillors.**

- e. County Cllr Hodgson**
- f. District Cllr Allen**
- g. District Cllr Birch**
- h. District Cllr Presswell**

***It was RESOLVED to suspend standing orders.***

a. County Cllr (C Cllr) Hodgson had not submitted a report and gave a verbal update on: extra funding has been received, with the special educational needs debt written off which means that additional funding of £650k for libraries, £4m for pothole repair and £15m on roads has been agreed; the final draft for the 20mph proposals is with officers for consideration; and work is ongoing to find a solution for domestic waste bin storage and enforcement of the rules around not keeping them on the streets.

b. District Cllr Allen had submitted a report that hadn't been circulated in time for the meeting. She updated on: the Slapton line repair budget challenges with estimated remedial cost at £18m; the eviction at Jackmans Lane (and will circulate a letter from DCllr McKay outlining the background); the Morrisons Garage licence, where some community concerns and objections have been submitted; the Brunel park [former Dairy Crest site] planning application – Cllrs raised the need for affordable

housing, with some suggestions of self-build; and the weight and status of made Neighbourhood Plans following the situation with Modbury, with a briefing to follow.

c. District Cllr Birch (DCllr) had not submitted a report and was not present.

d. District Cllr Presswell had submitted a report and Councillors asked: her to check the data in her report; and thanked her for her efforts in getting the Steamer Quay mooring repaired. DCllr Presswell will send out the rough sleepers procedure to all.

*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 2<sup>nd</sup> February 2026.**

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

**To note the following minutes:**

**b. Council Matters Committee 9<sup>th</sup> February 2026.**

Noted.

**c. Planning Committee 16<sup>th</sup> February 2026.**

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 2<sup>nd</sup> February 2026.**

No matters arising.

**b. Council Matters Committee 9<sup>th</sup> February 2026**

Item 5. Council Risk Assessments - See item 7 on the Full Council agenda.

The following recommendations came from the Confidential section of the meeting:

Item 13. Guildhall Garage Ownership (legal) – It was **AGREED** to discuss the recommendation under item 10.

Item 14. Budget and Staffing implications of the Marketing and Communications Audit (staffing) - It was **AGREED** to discuss the recommendation under item 10.

Item 15. Guildhall Wall and the remedial works required (commercial). It was **AGREED** to discuss this matter under item 10.

**c. Planning Committee 16<sup>th</sup> February 20265**

No recommendations.

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

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

There were no updates received.

#### **6. DEVON, PLYMOUTH AND TORBAY: LOCAL GOVERNMENT REORGANISATION CONSULTATION** **To consider the 'Devon, Plymouth and Torbay: Local Government Reorganisation' consultation and any response (deadline 26<sup>th</sup> March 2026).**

The Council felt that it is important to respond to the government consultation using the portal and separately write to the government on this matter. It was **RESOLVED** unanimously to delegate authority to the Town Clerk to submit the Local Government Reorganisation consultation response and write to government, subject to the input of the Devolution Working Group.

#### **7. COUNCIL RISK ASSESSMENTS**

**To consider a summary of the Council's Risk Assessments.**

It was **RESOLVED** to accept the summary and the deadlines for completion of actions.

#### **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 13<sup>th</sup> April 2026 for Full Council, 6.30pm public session, 7.00pm formal meeting in the Guildhall.**

Noted.

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

#### **10. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)**

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

Council Matters Committee recommendations:

Item 13. Guildhall Garage Ownership (legal) – After consideration of legal advice, background and discussion, it was unanimously **RESOLVED** to pursue adverse possession of the disputed property.

Item 14. Budget and Staffing implications of the Marketing and Communications Audit (staffing) - It was **RESOLVED** by majority to:

- Approve the restructure of two distinct roles from October 2026: Community Communications Officer (24 hrs); and Business and Economic Support Officer (24 hrs).
- Agree that Visit Totnes is repositioned within the economic development and business support function.
- Agree the outsourcing of agreed Visit Totnes elements to reduce officer workload and improve efficiency.

- Note and approve the proposed interim arrangements from April to September 2026 – this means limited capacity and management of expectations when considering output.
- Approve the financial implications as outlined.

Item 15. Guildhall Wall and the remedial works required (commercial) - It was **RESOLVED** unanimously to agree in principle the estimated increased costs to the rebuild of the Guildhall wall (approximately £24k), subject to the usual requirement for multiple quotes, and subject to listed building consent. It was noted that the wall will remain fenced off in the meantime for safety reasons.

Item 16. Staffing – It was **RESOLVED** unanimously to: decrease the attendance time of the Town Sergeant at Full Council meetings to the first hour; and ensure the Mayor and Mayoral PA has sign off for appointment of Macebearers at Civic events (to diversify the involvement of others, potentially using local young people, at the Mayor’s discretion).

The meeting closed at 8.50pm.

Cllr Tim Bennett  
Chair



## **DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 9<sup>TH</sup> MARCH 2026 AT 6.30PM IN THE GUILDHALL**

**Present:** Councillors D Peters (Chair), L Auletta, C Beavis, J Chinnock, E Price and M Trant.

**Apologies:** Cllrs Bennett and Hannam.

**In Attendance:** Devon Community Foundation representative, 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 item:*

### **PUBLIC QUESTION TIME**

The Devon Community Foundation representative spoke to members about the draft Community Audit report and feedback from Councillors was discussed, including: other funding streams coming into the voluntarily sector; lack of primary care/NHS details in the report; possible gaps in local provision around the condition of housing; opportunity to recruit volunteers from retired community members; and how useful deprivation information is for future funding applications.

*The Committee reconvened.*

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

**To approve the minutes of 9<sup>th</sup> February 2026 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.

### **4. EARMARKED RESERVES**

**To review the Council's Earmarked Reserves at the end of financial year 2025/26 and considering allocation for FY 2026/27.**

It was **AGREED** that there is a need to ensure that Ear Marked Reserves (EMR) are for set projects and potential risks, with some amendments to the proposed list being made. To **RECOMMEND** to Full Council the following proposed list of EMR for 2026/27:

<b>Review of EMR</b>	<b>2025/26 EMR £</b>	<b>Original proposals from WG 2026/27 £</b>	<b>Recommend £</b>	<b>Detail/comments</b>
Green Travel & S106 monies	5993	5993	5993	Earmarked monies from Baltic Wharf
Van Replacement	20000	20000	20000	Existing EMR
Council Websites	8000	15000	15000	New EMR for upgrading both the Town Council and Visit Totnes websites.
Christmas Lights	30000	35000	35000	Existing EMR, added £5k from underspend
Civic Funeral	1000	1000	1000	Existing EMR
Emergency Capital Repairs	100000	100000	140000	Existing EMR, added £40k from underspend for known asset work required and to protect against unexpected remedial works.
Community Facilities	15000	15000	0	Suggested removal of this budget as £15,000 is insufficient for community facility projects
Devolution Transfer of Assets	50000	50000	50000	Existing EMR for localism/LGR work and possible reactive spend outside of budget setting.
Community Economic Fund	0	22000	22000	New EMR for implementation of Community Economic Plan projects, including new Business Forum.
Transport Feasibility	0	10000	10000	New EMR from underspend in Economy WG for known project.
Active Travel	0	12000	12000	New EMR from underspend in the Economy WG. Possible VAS/Cycle paths contributions.
Climate Change Projects	0	7500	0	No detail provided from Working Groups on the creation of this EMR.
Town Improvement Fund	0	40000	0	No projects currently in train, reallocated to the Emergency Capital Repairs EMR given known asset work
<b>Total</b>	<b>229993</b>	<b>333493</b>	<b>310993</b>	

## 5. COMMUNITY AUDIT REPORT

### To consider the findings of the Community Audit report.

The report presented was in draft form, and feedback had been made in the public session (see above). The Committee felt the format of the report was good, and the content, particularly the data, would be useful for funding applications and shaping future grant funding, but asked for a session to discuss and understand the report more fully.

It was **RECOMMENDED** that the updated report go directly to Full Council for consideration.

## 6. COUNCIL GRANTS REPORT

### To consider a summary of the reports on the Council Grants awarded in June 2025.

Noted.

**7. COMMUNITY FUNDING POLICY**

**To consider the draft Community Funding Policy.**

To **RECOMMEND** to Full Council that the draft Community Funding Policy is adopted.

**8. TOWN COUNCIL BUSINESS CONTINUITY PLAN**

**To review the Business Continuity Plan for the Town Council**

It was **RESOLVED** to agree the Business Continuity Plan.

**9. CIVIC BUDGET AND MAYORAL ALLOWANCE POLICY**

**To review the Civic Budget and Mayoral Allowance Policy.**

To **RECOMMEND** to Full Council that the draft Civic Budget and Mayoral Allowance Policy is adopted.

**10. WORKING TIME AND LEAVE POLICY**

**To review the Working Time and Leave Policy.**

It was **RESOLVED** to agree the Working Time and Leave Policy, subject to an amendment to reflect paid time off for employees for Hospital appointments from 1st April 2026, on receipt of written confirmation.

**11. DATE OF NEXT MEETING**

**To note the date of the next meeting of the Council Matters Committee – Monday 20<sup>th</sup> April 2026 at 6.30pm in the Guildhall.**

Noted.

*The Committee **RESOLVED** 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)*

**12. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)**

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

These were reviewed and **AGREED** unanimously.

**13. COUNCIL ASSETS**

**To receive an update on the condition of Council assets (legal).**

The Town Clerk gave a verbal update on the Council’s property holdings which was noted.

**14. STAFFING UPDATE**

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

Noted.

The meeting closed at 8.25pm

Catherine Marlton  
Town Clerk  
March 2026



## **DRAFT MINUTES FOR THE PLANNING COMMITTEE MONDAY 16<sup>TH</sup> MARCH 2026 IN THE GUILDHALL**

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

Apologies: Cllr Trant.

In Attendance: 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.

There were no members of the public present who wished to speak.

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

**To approve the minutes of 16<sup>th</sup> February 2026 and update on any matters arising.**

The minutes were approved as an accurate record of proceedings.

### **3. TREE WORKS APPLICATIONS**

To make recommendations on the following tree works applications:

3a. 0582/26/TPO – T1: Copper Beech - prune by up to 2m all round back to previous pruning points, maintaining smaller canopy. Half Moon House, Leechwell Street, Totnes, TQ9 5SU.

Object. The Committee cannot find sufficient justification for the requested pruning in the application and would welcome the South Hams District Council's Tree Officer's advice.

### **4. PLANNING APPLICATIONS**

**To make recommendations on the following planning applications:**

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

4a. 3356/25/LBC - Listed Building Consent for re-roofing, re-rendering of external walls, demolition of interior dividing wall, remove and replace hanging slate on the western elevation of the property.

Fernleigh Cottage, Pomeroy Villas, Bridgetown, Totnes, TQ9 5BE.

Comment – the Committee does not object in principle to the works but feels there is insufficient details of the materials to be used and in the drawings (for example the style, materials and profile of roof vents, the type of lime mortar) to be reassured that the works will be carried out correctly on a listed building. The Committee defers to the South Hams District Council Heritage Officer's views on this application.

4b. 0429/26/LBC 0 Listed Building Consent for re-slating works to the rear turnerised roof. Bay Horse Inn, Cistern Street, Totnes, TQ9 5SP.

Committee members declared a personal interest as the applicant is known to them.

Support.

4c. 0475/26/LBC - Listed Building Consent to change a PVCu bathroom window to a cottage style timber window. Amend placement of a rooflight RL01 from the west pitch to the east pitch of the rear roof (retrospective). 64A High Street, Totnes, TQ9 5SQ.

Support, subject to the South Hams District Council Heritage Officer's approval.

4d. 0380/26/FUL - Change of use of part of building to veterinary use (Class E e)) and installation of new fire exit door. Dart Vale Vets, Station Road, Totnes, TQ9 5JR.

Support.

4e. 0332/26/LBC - Listed Building Consent for addition of two toilets & alterations to shopfront (resubmission of lapsed consent). 3 Fore Street, Totnes, TQ9 5DA.

Support. The Committee welcomes the inclusion of an accessible toilet and would encourage the applicants to consider ramp access from the footway through the doorway into the premises to provide full accessibility.

## **5. HARBERTON NEIGHBOURHOOD PLAN**

**To consider the Harberton Neighbourhood Plan Regulation 14 consultation and make any comments [deadline 23rd March 2026].**

As a neighbouring parish, Totnes Town Council welcomes the opportunity to comment on the draft Harberton Neighbourhood Plan as part of the Regulation 14 consultation. The Council has the following comments to make:

Housing – The Council is pleased to see that the Winsland House Farm site is not identified by the consultants as meeting the Joint Local Plan Policy TTV25 sustainable villages. Developing these sites has the effect of increasing what appears to be Totnes town, rather than developing the heart of the village.

Transport – The Council is supportive of the focus on sustainable transport as outlined in the plan and offers the following points for consideration:

- Active Travel – more details could be provided on the active travel routes between Harbertonford, Harberton and Totnes, and the Town Council would be happy to work with the parishes on this through the Traffic and Transport Forum.
- Totnes and District Traffic and Transport Forum – representatives from Harberton Parish Council are very welcome to participate in the Traffic and Transport Forum to take forward common aims to improve transport links and safer routes between the settlements.
- Bus Stops – a safer bus stop on the A381 that serves (albeit with a walk) the residents of Harberton, which would provide more distance from the road for people to wait to be able to catch the more regular 92 Totnes-Dartmouth bus service (to become #7 service).

## **6. PAVEMENT LICENCE APPLICATION**

**To consider the following application: Pavement licence – Butterwalk, 51 High Street, Totnes, TQ9 5NP.**

The Committee supports three tables and 6 benches (seating 12 people) as existing, but has concerns that 12 free-standing chairs will block pedestrian access. If chairs are to be introduced then the number requested will need to be reduced to avoid the pavement being blocked.

**8. DATE OF NEXT MEETING AND MAY MEETING**

**To note the date of the next meeting of the Planning Committee – Monday 27<sup>th</sup> April 2026 at 6.30pm in the Guildhall, and a proposed date of Wednesday 20<sup>th</sup> May 2026 at 6.30pm.**

Noted and the May date agreed (apologies from Cllr Smallridge in April and Cllrs Cooper and Collinson in May).

The meeting closed at 7.30pm.

Sara Halliday  
Governance and Projects Manager  
March 2026



## **DRAFT MINUTES FOR THE TOWN MATTERS COMMITTEE MONDAY 23<sup>RD</sup> MARCH 2026 IN THE GUILDHALL**

Present: Councillors N Roberts (Chair), L Auletta, C Beavis, J Chinnock, S Collinson, J Cummings and T Robshaw.

Apologies: Councillors Peters and Price.

Not Present: Councillor Presswell.

In Attendance: Member of the public, and S Halliday (Governance and Projects Manager).

### **1. WELCOME AND APOLOGIES FOR ABSENCE**

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

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

The apologies were accepted.

*The Committee adjourned for the following item:*

### **PUBLIC QUESTION TIME**

A member of the public representing the Totnes Lifehouse group explained the aims of the group in creating neighbourhood resilience, with communities supporting each other and sharing resources in a number of eventualities such as flooding, power cuts, food security and other emergencies. The group is still in its early stages of formation (the first meeting was held in September 2025) but it wishes to co-operate with the Town Council in its emergency planning, is interested in finding volunteers as flood wardens and working with Devon County Council to ensure that the volunteers have the necessary training to carry out these roles. The Committee thanked the member of the public for coming along and will bear these points in mind when discussing item 4, Emergency Plan.

*The Committee reconvened.*

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

**To approve the minutes of 26<sup>th</sup> January 2026 and update on any matters arising.**

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

Item 3a. Notice Board. It was **RESOLVED** unanimously that the larger notice board is installed under the Civic Hall on the wall and that the smaller notice board currently on the Civic Hall fire door is relocated to the outer red door to the Council Offices.

Item 3c. Railway Bridge. It was **RESOLVED** unanimously that Town Council officer time is allocated to obtain quotes for painting the railway bridge in two colours (framework in one colour, panels another) which will need to include a pavement/footway closure application.

Item 3b. Environment and Public Realm Working Group.

i. SHDC Asset Refurbishment Plan - bins and benches – It was **RESOLVED** unanimously that the Town Council writes as proposed to South Hams District Council on bins and benches and Devon Highways about the installation of two new benches.

ii. Borough Park Vision - It was **RESOLVED** unanimously that the Council's priority for SHDC and S106 investment in Borough Park is resurfacing and enhancement of the multi-use games area (MUGA); and that other areas to be considered for investment are: the Station Road entrances to the park; and solar lighting for the skate park and MUGA.

iii. Vire Island - It was **RESOLVED** that the Council makes a request to South Hams District Council to begin a programme of laurel removal on Vire Island and planting of hazel in its place.

Item 4. Devon Libraries Consultation. It was **RESOLVED** unanimously that the Council submits its own letter to Devon County Council as part of the consultation (not as a signatory to the Dartmouth Town Council letter).

Item 5. South Hams District Council Climate National Emergency Briefing Motion - It was **RESOLVED** that the points in the SHDC motion are adopted by Totnes Town Council; and that the Town Council puts out its own communications on support for the Climate National Emergency Briefing.

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

**To consider any recommendations and note the minutes from the following:**

**a. Community Working Group, 10<sup>th</sup> February 2026.**

Noted. No recommendations to consider.

**b. Economy Working Group, 4<sup>th</sup> February 2026.**

Noted. No recommendations to consider.

**c. Environment and Public Realm Working Group, 18<sup>th</sup> March 2026.**

Noted. To make the following recommendations from the 18<sup>th</sup> March 2026 meeting:

Item 3a – the Weir. To **RECOMMEND** to Full Council that it writes to the Dartington Hall Trust (copied to Dartington Parish Council and South Ham District Council) to make them aware that some concerns have been raised about the condition of the pontoon and that the Council would be willing to meet someone on site about how to make it safe.

Item 3b – Castle Meadow. To **RECOMMEND** to Full Council that:

- The Town Maintenance team removes all barbed wire in the meadow as it presents a health and safety hazard to those using the meadow and that a single wire is erected to demark the boundary line; and
- It responds to the resident to say that: the barbed wire will be removed; direct access to the meadow via a gate or style cannot be agreed to due to health and safety concerns; and if they wish to erect a fence inside their boundary line then we advise them to follow any planning permissions required for works in a conservation area (SHDC will be able to advise).

Item 4 - Biodiversity Net Gain (BNG). To **RECOMMEND** to Full Council that it writes to the Dartington Hall Trust to see if they have any BNG plans for the estate as the land is included in the Totnes Open Spaces, Sport, Recreation and Wellbeing Plan as a valuable resource in a neighbouring parish.

It was **AGREED** not to write to KEVICC/Education South West to suggest that they consider BNG for the lower field site as it falls under the 5 hectares required for BNG.

EPR01.3 – National Landscape area. To **RECOMMEND** to Full Council that it writes to Devon County Council (copied to District Councillors) in support of extending the existing National Landscape area along the Dart to include Totnes through to Buckfastleigh as this will bring biodiversity benefits and ensure that suitable mitigation is put in place for future housing number requirements.

#### **4. EMERGENCY PLAN**

**To consider the draft public-facing Emergency Plan and make a recommendation to Full Council.**

A number of amendments to the draft plan are required including reference to working with local community groups, medical emergencies, hot weather, pollution emergencies, and out of hours contact details. It was **AGREED** to circulate the revised document to members for comment and to **RECOMMEND** to Full Council that the revised draft public-facing emergency plan is adopted, with Council communications used (website, social media, Totnes Directory 'Totnes Matters' article) to publicise the plan.

#### **5. CLIMATE NATIONAL EMERGENCY – PLANT-BASED COUNCIL**

**To consider a request from the public to be a plant-based Council in light of its support for the climate national emergency declaration it made in February 2026.**

To **RECOMMEND** to Full Council that food provided for Council functions is locally produced and sustainably sourced, with a balance in favour of vegetarian and vegan options catered for.

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

**To update on any general matters linked to the Open Spaces, Sport Recreation and Wellbeing Plan including an update on the greenways map (standing item).**

There were no updates.

#### **7. LINK COUNCILLOR REPORTS**

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

Cllr Roberts updated that he has stepped down as a trustee of Transition Town Totnes and is now Chair of the Dartington Trust Community Group.

Cllr Auletta had attended a Heritage Festival meeting which is preparing for the event in September. Consideration has been given to making sure that exhibits are sensitive to younger peoples understanding of UK history in terms of empire.

Cllr Robshaw updated on a recent Vire twinning event which celebrated local cultures and that the twinning group is looking at ways of engaging young people.

Cllr Cummings made members aware of a Friends of the Dart film being shown in Totnes Cinema on 30<sup>th</sup> March about a wild swimmer and their interactions with South West Water.

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

**To note the date of the next meeting of the Town Matters Committee – Monday 22<sup>nd</sup> June 2026 at 6.30pm.**

Noted. Cllr Roberts gave his apologies.

*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. COMMUNITY AWARD SCHEME**

**To consider the nominations for the Community Award scheme individual and group categories, and the Judy Westacott award and make a recommendation to Full Council (personal information).**

The Committee considered the nominations received. A confidential report with the recommendations will go to Full Council for consideration.

The meeting closed at 8.20pm.

Sara Halliday  
Governance and Projects Manager  
March 2026

## ITEM 5 - RECOMMENDATIONS FROM COMMITTEE

### 5a. Full Council 2<sup>nd</sup> March 2026

No recommendations.

### 5b. Council Matters 9<sup>th</sup> March 2026

Item 4. Ear Marked Reserves – See item 8 on the Full Council agenda.

Item 5. Community Audit Report – See item 7 on the Full Council agenda.

Item 7. Community Funding Policy – To **RECOMMEND** to Full Council that the draft Community Funding Policy is adopted [see document below, page 28].

Item 9. Civic Budget and Mayoral Allowance Policy - To **RECOMMEND** to Full Council that the draft Civic Budget and Mayoral Allowance Policy is adopted.

### 5c. Planning Committee 16<sup>th</sup> March 2026

No recommendations.

### 5d. Town Matters Committee 23<sup>rd</sup> March 2026

Item 3. Environment and Public Realm Working Group.

a. the Weir – To **RECOMMEND** to Full Council that it writes to the Dartington Hall Trust (copied to Dartington Parish Council and South Ham District Council) to make them aware that some concerns have been raised about the condition of the pontoon and that the Council would be willing to meet someone on site about how to make it safe.

b. Castle Meadow – To **RECOMMEND** to Full Council that:

- The Town Maintenance team removes all barbed wire in the meadow as it presents a health and safety hazard to those using the meadow and that a single wire is erected to demark the boundary line; and
- It responds to the resident to say that: the barbed wire will be removed; direct access to the meadow via a gate or style cannot be agreed to due to health and safety concerns; and if they wish to erect a fence inside their boundary line then we advise them to follow any planning permissions required for works in a conservation area (SHDC will be able to advise).

c. Biodiversity Net Gain (BNG) – To **RECOMMEND** to Full Council that it writes to the Dartington Hall Trust to see if they have any BNG plans for the estate as the land is included in the Totnes Open Spaces, Sport, Recreation and Wellbeing Plan as a valuable resource in a neighbouring parish.

d. EPR01.3 – National Landscape area – To **RECOMMEND** to Full Council that it writes to Devon County Council (copied to District Councillors) in support of extending the existing National Landscape area along the Dart to include Totnes through to Buckfastleigh as this will bring biodiversity benefits and ensure that suitable mitigation is put in place for future housing number requirements.

Item 4. Public-facing Emergency Plan – To **RECOMMEND** to Full Council that the revised draft public-facing emergency plan is adopted, with Council communications used (website, social media, Totnes Directory 'Totnes Matters' article) to publicise the plan. [see document below, page 34].

Item 5. Climate National Emergency Plant-Based Council - To **RECOMMEND** to Full Council that food provided for Council functions is locally produced and sustainably sourced, with a balance in favour of vegetarian and vegan options catered for.

The following recommendations came from the Confidential section of the meeting:

Item 9. Community Award Scheme – see item 16 on the agenda.



# DRAFT Totnes Town Council Community Funding Policy

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TOTNES TOWN COUNCIL  
FOR CONSIDERATION APRIL 2026  
NEXT REVIEW (IF AGREED) MARCH 2027

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Totnes Town Council Community Funding is designed to support local charities, community organisations and individuals providing services or events within the Totnes parish boundary. This policy sets out the criteria for applying for a grant from the Town Council, regardless of which grant fund is being applied to. Grants awarded by Totnes Town Council are public money, collected as part of the town precept and we are accountable to local people for all expenditure. Therefore, we apply criteria to each application.

## Purpose

Totnes Town Council recognises that community organisations provide essential services that improve quality of life for residents within the parish boundary. The Council has a duty to spend public money responsibly, transparently, and in alignment with its Strategic Priorities. This policy sets out one of two funding streams: Small Grants – Working Group Allocations

**Members should note that consideration of the larger Community Grant allocation and strategic funding will be considered after conclusion of the Community Audit by DCF.**

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## Small Grants Programme (Working Group Allocations)

The Small Grants Programme is intended to support smaller-scale, time-limited projects and initiatives. It does not provide ongoing core service funding and is a one-off award.

2026/27 budget allocations:

Community Working Group: £5,000

Economy Working Group: £2,500 Event Sponsorship

Economy Working Group: £2,500 Business Support

Environment & Public Realm Working Group: £5,000

Maximum individual grant: £1,000

These grants support smaller initiatives, pilot projects, events, environmental improvements, and community activities that benefit Totnes residents.

## Eligibility

Applicants must:

Operate primarily for the benefit of Totnes residents

Align with Council Strategic Priorities

## Important Terms and Conditions

The applicant must prove:

- There is clear evidence of need for the project.
- Grants cannot cover costs that have already been incurred.
- Applications from organisations and services which receive other sources of government and local government funding must demonstrate how the project differs from their core services and how the wider community is involved (for example schools must provide evidence that the project is not for the primary purpose of teaching its students).
- All supporting documents are required to be submitted with the application form.
- The organisation must invoice the Town Council for the grant awarded and submission of this invoice and the application form will be considered acceptance of the terms and conditions outlined in this policy.

## Some examples of projects considered:

- Funding for printing of leaflets or advertising for an event that has economic or community benefits
- Materials to improve the public realms – plants, compost, seeds, paint etc.
- Stock to give to local residents facing food poverty
- Room hire to facilitate an event that has local benefits
- Costs associated with youth support, mental health, bereavement and emotional needs, not already funded as a statutory service.
- Organisation of a community arts event which is open to town participation and attendance.
- Funding for sports clubs improvements
- Funding for youth activity schemes

## The following guidelines should be considered:

- The grant period will be for the financial year in which it is granted and applicants are asked to submit an end of project completion statement in February.
- Please tell us the least amount of funding you need in order to help make funds go as far as possible.
- Each application will be considered on an individual basis and in light of what funding is available at the point of receipt.
- Bear in mind that we are expecting to receive a high number of applications and may only be able to part fund your project or not fund it at all.

## Who can apply:

- Not-for-profit, constituted organisations.
- Registered charities.
- Social enterprises, including CICs.
- Unincorporated clubs and associations.
- Schools, where the support is outside of statutory provision and is directed at addressing hardship faced by families with children at the school
- Individuals – only if the project has significant benefits to Totnes residents

## All applicants must:

- Have a bank account in the name of the applicant.
- Be based locally and provide proof of address and ID.

## What can't be funded

- Loss of income.
- Large capital items, including vehicles.
- Parties, alcohol or shopping trips.
- Promotion of religious or political activity.
- Large scale building works.
- Grants awarded to individuals by the funded organisation.
- Support delivered by a national charity where there is no local branch.
- Retrospective funding.

## Supporting documents

The following documents WILL BE REQUIRED to support your application and shown to members considering the application, but not shared in the public domain:

- A copy of a bank statement, dated within the last 3 months and clearly showing the account name, number and sort code.
- Proof of address – utility bill, business rates or council tax bill etc.
- Photo ID.

The Council will undertake proportionate due diligence on all applications. This includes verifying the identity of the applicant, confirming bank account details, checking publicly available information, and where applicable confirming charitable or organisational status.

**Please note that applications without these documents at the time of submission cannot be considered**

### Scoring Mechanism to assess applications

Every application received during the application windows will be considered by the Council Matters Committee who will make a recommendation to Full Council. Key considerations will be:

- Working with others; networking/partnering;
- Getting more people involved - widening participation.
- How the project meets the Town Council priorities.
- How the project improves the lives of Totnes residents.
- 

### Assessment Process

- Eligibility check by officers
- Consideration by the relevant Working Group
- Final decision by Council Matters

### Timeline

- Grant applications open 15 April 2026.
- They will be considered by the next available relevant Working Group and then the following Council Matters committee.
- Please note that although this fund is open all year, the budget allocation is finite, and each application will be considered against the priorities of the Working Group applied to.
- Please be aware that the application process could take 2-3 months to reach a decision.

### Payment Requirements

- All grants should be spent for the purposes stated on the application only.
- Totnes Town Council reserves the right to recall any grant given to a project or organisation which ceases to operate during the financial year for which the grant has been given.
- The Council reserves the right to request a copy of invoices/receipts as evidence that expenditure has been incurred and under spends may need to be returned, please ensure receipts are kept for 12 months following expenditure.

### Monitoring and Reporting

- Applicants receiving grants are required to report on how the funds are spent against the project criteria and budget breakdown.
- A form will be provided and you will be notified of the date by which it must be completed and returned.

- Totnes Town Council representatives may request to visit the project, to talk to staff, participants to gain a better understanding of its merits and benefits to local people.

## Publicity Requirements

- Totnes Town Council expects its logo to appear in published information about the funded project(s) and to be mentioned in press and associated publicity and will ask for evidence to be provided for monitoring purposes.
  - For our own publicity material, the Council may require photos with agreement from participants and may use the name of the applicant and project.
  - Totnes Town Council will publish grants awarded and summarise the projects using information contained in the grant application form.
  - If the Council becomes aware of evidence of dishonesty or negligence which could bring the reputation of Totnes Town Council into disrepute, action will be taken and the grant terminated.
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### **IMPORTANT – Transparency Notice**

All information submitted (excluding personal data such as personal bank account details and personal contact details/ID) will be placed in the public domain as part of Council agenda papers.

## Appendix A – Small Grants Application Form

### **Section 1 – Funding Stream**

Please indicate which fund you are applying to:

- Community Working Group (£5,000 annual budget)
- Economy Working Group – Event Sponsorship (£2,500)
- Economy Working Group – Business Support (£2,500)
- Environment & Public Realm Working Group (£5,000)

Amount requested (max £1,000): £ \_\_\_\_\_

### **Section 2 – Applicant Details**

- Name of applicant (individual/group/organisation)
- Address (must be within or directly linked to Totnes parish)
- Contact details
- Proof of local connection provided:  Yes

### **Section 3 – Project Details**

- Description of activity
- Date(s)
- Location
- Estimated number of Totnes residents benefiting
- Which Council priority does this support?

### **Section 4 – Budget Summary**

Total project cost: £ \_\_\_\_\_  
Amount requested: £ \_\_\_\_\_  
Other income secured: £ \_\_\_\_\_

Please attach a simple breakdown.

### **Section 5 – Supporting Documents Checklist**

The following are required:

For organisations:

- Bank statement (dated within 3 months)
- Proof of address

For individuals:

- Bank statement (dated within 3 months)
- Photo ID
- Proof of address

These documents will be viewed by officers and councillors but will not be placed in the public domain.

**Please note that applications received without these documents cannot be considered**

### **Declaration**

I confirm that:

- The information provided is accurate
- The project benefits Totnes residents
- Funds will only be used for the stated purpose

Signature:

Date:



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## Emergency Plan

TOTNES TOWN COUNCIL

AGREED FEBRUARY 2024

NEXT REVIEW MARCH 2026

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*This plan sets out to members of the community: who to contact in various emergencies; how to personally be prepared; and how Totnes Town Council is likely to respond to various emergencies that the town and community might face.*

## Introduction

This Plan has been developed for community use, to help residents find who to contact in the case of an emergency, particularly outside of office hours. The Town Council is often the most accessible tier of local government and has a role as a community leader, and as such would have a key role in helping to make the community aware of a problem through its website and social media channels, and helping the Town deal with and recover from a major emergency. [government emergency alert system]

However, the statutory responsibility lies with Devon County Council in conjunction with various other agencies, including South Hams District Council, the Environment Agency, NHS and the emergency services. The Town Council will support the principal authorities in implementing their Major Emergency Plan and make its resources available to them.

## Objectives

The objective for this document is to identify:

- The role and contact details for the Town Council.
- Who to Contact - there are a number of different types of emergency that could occur, so who should you contact and what can you do;
- Be Prepared – Government advice on how to prepare to keep you and your family safe, particularly with the increasing number of weather warnings; and

## Local Help - The Town Council's Role

In the case of an emergency the first point of contact is always 999. If the emergency is related to a need for access to one of the Town Council buildings, i.e. the Civic Hall or the Guildhall then the points of contact are as follows:

- The Mayor – postholder changes annually, contact information available on the Town Council website, see [Totnes Town Council Mayor](#)
- The Town Clerk – current postholder Catherine Marlton. Work – 01803 862147 please note that the office phone number will be diverted to a personal number when an anticipated risk, for example a weather or health warning, has been issued.

As part of its Emergency Planning, Totnes Town Council aims to involve and support members of the local community to increase community resilience by preparing in advance for emergencies which may arise. It will collaborate with existing community groups to inform residents what they can usefully do themselves, before, during and after various emergencies, and encourage them to draw up their own "Community Emergency Plans", with the support of Devon Community Resilience Forum.

### Communications: Keeping residents, local community groups and businesses informed

The Town Council is subscribed to a number of updates to help share information locally (for example, the Environment Agency, South West Water, NHS, Devon County Council and South Hams District Council). The Town Council will use its website, social media channels, local media, notice boards and relevant email lists to keep residents, local community groups, and businesses regularly informed during a major emergency. This includes where there are weather related issues (for example, when the Met Office has issued a red warning for snow, ice, flooding, storms, extreme heat).

### Cancellation of Meetings

The Town Council subscribes to Met Office weather updates. In the event of a red alert for storms or snow, the Town Council will:

- cancel all public meetings;
- post updates on the website and social media with the latest advice from specialist agencies.

In the event of an amber weather warning or unexpected snowfall the Town Clerk has delegated authority to implement the above actions on a discretionary basis.

### Rough Sleepers

Assistance for Rough Sleepers during cold weather - The Town Council website is often asked to assist with housing rough sleepers, particularly during cold weather. South Hams District Council has the responsibility and resources to assist rough sleepers and the Housing Team can be contacted on 01803 861234 or 01803 861539 outside of office hours. You can also connect with [StreetLink](#), a service for reporting concerns about rough sleepers. For more information see the South Hams District Council website for [rough sleepers support](#)

### Emergency Centres

In the event of an emergency requiring the evacuation of homes (for example, a gas leak or flooding) these centres are normally opened at the instruction of the County and/or District Council.

### Who to Contact

#### Power Cuts

Although it is increasingly rare to experience a prolonged power outage, power cuts can and do still happen, especially if cables and equipment become damaged during storms. It's important to make a plan and know what to do if you experience a power cut:

- Report a power cut 24 hours a day, 7 days a week by dialling **0800 6783 105** or 105. If you're hard of hearing or deaf, dial 18001 before each number and a Text Relay Operator will join the call.
- Check in with people who might need extra support. Help them sign up to the free [Priority Services Register](#) (see below). Make sure they know what to do if there's a power cut.
- Before the onset of severe weather it is important to charge phones, power banks, and any medical equipment. Have backup power sources, like a battery-powered torch and a windup radio.

For further advice on how to prepare and to check for power outages in your area visit the [National Grid - Power cut advice](#) website

#### Water Outages

Interruptions to your water supply can occur for various reasons, but winter weather can lead to an increase in burst water pipes both around the home and on the supply network.

To report a leak or water outage contact South West Water Emergency number **0344 346 2020** or [visit their website](#).

- Speak to them about being added to their Priority Services Register if you are eligible
- Store essentials at home like bottled water, canned food, and basic medical supplies.
- [Visit their website for advice](#) about preparing your home for cold weather. Prepare your home for cold weather.

## Flooding

The Environment Agency has installed flood defences to high risk areas of the town. They have volunteers to manually open and close the gates based on alerts they send out directly. Residents and business owners at risk are encouraged to register for updates on flooding directly (see below). The Town Council is subscribed to Environment Agency updates and Met Office severe weather warnings and will publish these on social media to inform the community.

The onset of flooding can be rapid and unexpected and can have a devastating and long-term impact to your home, business or everyday life. Whilst flooding is most likely to occur in areas close to rivers and/or the sea, surface water can affect almost anywhere especially when drainage systems are unable to cope with a sudden downpour.

- [Check the Met Office weather forecast](#) and set local alerts. Pay particular attention to any [National Severe Weather Warnings](#) covering your area, and act on any advice issued.
- Check your flood risk, and sign up to receive free flood warnings by phone text or email, you can sign up by calling **Floodline** on **0345 988 1188** or by [visiting the government's website](#).
- Check you have adequate household and/or business insurance and that your policy covers you for flooding.
- Make sure any drains, rivers or streams on your property are flowing and where it is safe to do so remove debris or report blockages.

For further information on what to do before, during and after flooding read the Environment Agency's [flood advice booklet](#) and [visit the Devon County Council website](#).

Flooding in the road that has been caused by blocked drains or gullies can be reported to Devon County Council Highways on their [report-a-problem](#) website or call **0345 155 1004**.

## Fire

During colder months it's really important to take simple steps to minimise the risk of a fire starting in your home.

- Get your chimney inspected and swept by a certified and insured professional. [Find a sweep near you](#). Visit the Devon and Somerset Fire and Rescue Service website to [learn the signs that could indicate a chimney fire](#).
- Check smoke alarms and consider fitting a carbon monoxide detector. You can find [more information on the Devon and Somerset Fire and Rescue website](#).
- Practice your escape route so everyone in your household knows what to do if a fire occurs.

For further fire safety advice visit the [Devon and Somerset Fire and Rescue Service](#) website.

## Priority Services Register

The Priority Services Register (PSR) is free to join. It helps utility companies, including energy suppliers, electricity, gas and water networks to look after customers who have extra communication, access or safety needs. It helps them tailor their services to support households who need extra help with everyday energy matters like bills, and also in the unlikely event of a power cut, gas or water supply interruption.

You can find out if you're eligible to join the Priority Services Register, by checking online.

## Pollution

If you suspect that there has been a major pollution incident, the Environment Agency are the organisation to register a report with (incident hotline **0800 80 70 60**) for:

- collapsed or badly damaged river banks
- damage or danger to the natural environment
- dead fish or fish gasping for air
- people taking water illegally from rivers, streams, canals or underground sources such as wells
- incidents at Environment Agency-regulated waste sites
- pollution to land
- unusual changes in river flow

## Cold Weather

In winter, periods of low temperatures, freezing conditions, ice, sleet and snow can all cause disruption on the roads and transport networks. If you notice that a grit bin is running low, this can be reported on the Devon County Council [report a problem](#) website.

Cold weather can also affect our health and some people may face higher risk from the cold. Those most at risk during the winter include older adults, people with long-term health conditions, pregnant people, babies and young children.

- Check you have enough emergency supplies of food and medication
- Prepare your home by making sure you have drained down any outside taps and have enough insulation around exposed water pipes. There is [further guidance on South West Water's website](#).
- Have your heating or hot water appliances inspected and serviced by a [Gas Safe](#) registered engineer.
- If you are concerned about a person sleeping rough in cold weather contact [South Hams District Council](#) or use [Street link to create a report](#).

School Closures - Burst pipes, faulty heating systems, or heavy snow can sometimes lead to schools having to temporarily close. In addition to following updates directly from your child's school, residents can get updates on any temporary school closures and school transport disruption on [the Devon County Council website](#).

Snow Wardens - If any member of the community wishes to participate in the Devon County Council run Snow Warden Scheme please contact the Town Council on 01803 862147. Further information on the role and responsibilities are found at [snow warden scheme](#)

## Hot Weather

Most of us welcome hot weather, but when it's too hot, there are health risks. During heatwaves, more people than usual get seriously ill or die. If hot weather hits this summer, make sure it does not harm you or anyone you know.

Why is a heatwave a problem? The main risks posed by a heatwave are:

- not drinking enough water ([dehydration](#))
- overheating, which can make symptoms worse for people who already have problems with their heart or breathing
- [heat exhaustion and heatstroke](#)

Who's most at risk? - A heatwave can affect anyone, but the most vulnerable people are:

- older people – especially those over 75 and female
- those who live on their own or in a care home
- people who have a serious or long-term illness including heart or lung conditions, diabetes, kidney disease, Parkinson’s disease or some mental health conditions
- people who are on multiple medicines that may make them more likely to be badly affected by hot weather
- those who may find it hard to keep cool – babies and the very young, the bed bound, those with drug or alcohol addictions or with Alzheimer’s disease
- people who spend a lot of time outside or in hot places – those who live in a top-floor flat, the homeless or those whose jobs are outside

#### Tips for coping in hot weather

- Keep out of the heat if you can. If you have to go outside, stay in the shade especially between 11am and 3pm, wear sunscreen, a hat and light clothes, and avoid exercise or activity that makes you hotter.
- Cool yourself down. Have cold food and drinks, avoid alcohol, caffeine and hot drinks, and have a cool shower or put cool water on your skin or clothes.
- Keep your living space cool. Close windows during the day and open them at night when the temperature outside has gone down. Electric fans can help if the temperature is below 35 degrees. Check the temperature of rooms, especially where people at higher risk live and sleep.
- For more information visit GOV.UK: Beat the heat: staying safe in hot weather.
- You can also get help from the environmental health office at your local council, if you think a hot house is affecting your health or someone else’s. They can inspect a rented home for hazards to health, including excess heat.
- **Sunscreen and sun safety**

Watch out for signs of heat-related illness - If you or someone else feels unwell with a high temperature during hot weather, it may be heat exhaustion or heatstroke. Common symptoms of heat exhaustion include: tiredness; weakness; feeling faint; headache; muscle cramps; feeling or being sick; heavy sweating; intense thirst. Heatstroke is where the body is no longer able to cool down and the body temperature becomes dangerously high. Common symptoms of heatstroke include: confusion; lack of co-ordination; fast heartbeat; fast breathing or shortness of breath; hot skin that is not sweating; seizures. Heatstroke is a medical emergency. If you think someone has heatstroke you should dial 999 and then try to cool them down.

#### Find out about the signs of heat exhaustion and heatstroke, and when to get help

Stay safe when swimming - Swimming pools, rivers, lakes, or the sea can be a fun way to cool down when the weather is hot, however summer months are also associated with an increase in drowning accidents. The following advice can help to keep you safe when swimming: always look for warning and guidance signs; never enter the water after drinking alcohol; be aware that open water can be much colder than it looks which can lead to cold water shock; get out of the water as soon as you start to feel cold.

## Be Prepared

The Government has a [Get prepared for emergencies website](#) that includes some simple and effective steps to consider taking in preparing for emergencies and disruption. It suggests that you: are informed; make a plan; prepare your home; talk to others; get emergency supplies. For example,

### **Put together an emergency kit of items at home**

This could include:

- **Battery or wind-up torch** – torches are safer than candles.
- **Portable power bank** for charging your mobile phone.
- **Battery or wind-up radio** to get updates during a power cut – a car radio can be used, however in severe weather it might be safer to stay inside.
- **Spare batteries** for torches and radio and a backup battery for any medical equipment you rely on.
- **A first aid kit (or some first aid items)** including items such as waterproof plasters, bandages, a thermometer, antiseptic, eyewash solution, sterile dressings and gloves, medical tape for dressings, and tweezers.
- **Hand sanitiser and wet wipes** for hygiene purposes when the water is off.
- **Bottled water** – there is no standard figure for this as emergencies can vary in duration and people use different amounts. A minimum of 2.5-3 litres of drinking water per person per day is recommended by the World Health Organisation for survival. 10 litres per person per day will make you more comfortable by also providing for basic cooking and hygiene needs. Additional water might be needed to make up baby formula, for medical devices and for pets.
- **Non-perishable food** that doesn't need cooking, such as ready-to-eat tinned meat, fruit or vegetables (and a tin opener). As with water, how much you need will vary based on your own circumstances. Don't forget food for pets.
- **Baby supplies** such as nappies and baby formula – ready made or 'ready-to-feed' formula is best as you may not be able to boil water or sterilise bottles.

Rather than buying all the items at once, you could just add to your emergency kit when you are able and build it up over time.

## UK Government Emergency Alerts

[Emergency Alerts](#) is a UK Government service that can be used to warn you if there's a danger to life nearby. Examples of situations that may lead to an alert include severe flooding, fires and extreme weather.

Alerts can be sent by the UK Government, Devolved Governments and other public bodies such as the police or your local council. These organisations do not need to know your phone number or location to send you an alert. Alerts are sent to your mobile phone or tablet based on your current location. You do not need to turn on location services to receive alerts.

What happens when you get an alert - Your mobile phone or tablet may:

- make a loud siren-like sound, even if it's set on silent
- vibrate
- read out the alert

What you need to do - When you get an alert, stop what you are doing and follow the instructions of the alert. If you are driving, find somewhere safe and legal to stop before reading the message. If there is nowhere safe and legal to stop and no one is in the vehicle to read it for you, you can listen to news on live radio to find out about the emergency.

## The Weather

The [Met Office provide up-to-date, expert seasonal advice from carefully selected organisations](#) to help you prepare for and respond to the weather, to stay safe and protect yourself, your homes and businesses.

It includes:

- Top tips to be weather ready
- Tips for staying safe in icy conditions
- Tips for staying safe in snowy conditions
- Prepare a winter kit for your car
- Keeping your home warm this winter
- Vehicle checks to make before long journeys
- Things you should do to prepare for cold weather
- Winter health hacks
- How to get your home and property winter weather ready
- How cold weather affects your health
- Protecting property from flooding
- Looking after your pets during colder weather
- Tips for getting out and about this winter
- Looking after your mental health through the winter
- What do to if you have a frozen or burst pipe

## Defibrillators

The Town Council owns and maintains two defibrillators in the town – outside the Royal Seven Stars Hotel at the bottom of Fore Street and outside the Visitor Information Point at the Civic Hall on the Market Square. Other units are available in the town but community groups need to ensure these are registered and accredited to ensure that the caller can be signposted to the nearest working unit.

## Health Emergencies/Outbreaks/Pandemic

The Town Council subscribes to NHS and Public Health England updates and in the event of an outbreak of contagious diseases/pandemic will:

- cancel all public meetings;
- post updates on the website and social media with the latest advice from specialist agencies.
- act as a co-ordinator for various community groups who are able to offer practical assistance.

For all serious health emergencies call 999. For out of hours non-emergency health issues advice can be given by telephoning 111 or from [NHS 111 online](#)

For information on national health outbreaks see the [UK Health Security Agency website](#)

## Useful Links

There are a number of useful links in this document. For local advice see

[South Hams District Council Emergency Planning Information](#)

[Devon Emergency Planning Partnership information](#)

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

<b>Committee/Working Group</b>	<b>Membership 2025/26</b>	<b>Proposed Membership 2026/27</b>
Full Council	ALL CLLRS	ALL CLLRS ATTEND
Council Matters Committee (between 6-8 members)	Cllrs Auletta, Beavis, Bennett, Chinnock, Hannam, Peters, Price, Trant	Cllrs Auletta, Beavis, Bennett, Hannam, Peters, Price Proposed Chair – Cllr Peters
Planning Committee (between 6-10 members)	Cllrs Auletta, Bennett, Collinson, Cooper, Cummings, Hodgson, Smallridge, Trant	Cllrs Auletta, Bennett, Cooper, Cummings, Smallridge  Proposed Chair –
Town Matters Committee (between 6-10 members)	Cllrs Auletta, Beavis, Chinnock, Collinson, Cummings, Peters, Presswell, Price, Roberts, Robshaw	Cllrs Auletta, Beavis, Cummings, Presswell, Price, Roberts  Proposed Chair –
<b>Strategy Delivery Working Groups</b>		
Community Working Group	Cllrs Bennett, Chinnock, Collinson, Cooper, Hannam, Presswell, Robshaw, Trant	Cllrs Bennett, Hannam, Presswell
Economy Working Group	Cllrs Auletta, Beavis, Chinnock, Peters, Price, Roberts	Cllrs Auletta, Beavis, Roberts
Environment and Public Realm Working Group	Cllrs Auletta, Collinson, Cooper Cummings, Hodgson, Peters, Price, Robshaw	Cllrs Auletta, Cooper, Cummings, Peters
<b>Link Councillors</b>		
Cultural Links	Cllr Cooper	
Arts	Cllrs Hannam	Cllr Hannam
Elderly and Vulnerable People	Cllrs Hannam	Cllr Hannam
Young People/Youth	Cllrs Hannam & Hodgson	Cllr Hannam
Heritage	Cllrs Auletta, Bennett & Price	Cllrs Auletta, Bennett, Price
Open Space, Sports Provision and Leisure	Cllrs Auletta, Price & Roberts	Cllrs Auletta, Price, Roberts

Traffic and Transport	Cllrs Auletta, Hodgson, Presswell, Roberts	Cllrs Auletta, Presswell, Roberts
Environment, Sustainability & Air Quality	Cllrs Cummings, Hodgson & Robshaw	Cllr Cummings
Disability	Cllrs Collinson, Hodgson, Price & Robshaw	Cllr Price
Business and Employment	Cllrs Peters & Roberts	Cllr Roberts
<b>Representatives on Outside Bodies</b> Frequency of meetings depends on the various organisations - monthly is the most frequent. Where information is known it is shown below.		
TADPOOL	Cllr Hannam & Peters	Cllrs Hannam, Peters
Totnes Allotments Association	Cllr Hodgson	
Vire Twinning Association	Cllrs Cooper, Hodgson & Price	Cllrs Cooper, Price
Totnes Municipal Charities and Totnes Bounds Charity	Cllrs Bennett & Hannam	Cllrs Bennett, Hannam
KEVICC Foundation Governors	Cllrs Beavis, Bennett, Hannam & Price	Cllrs Beavis, Bennett, Hannam, Price
Parish Paths Partnership	Cllr Bennett & Robshaw	Cllr Bennett
Totnes Hospital League of Friends	Cllrs Bennett & Hannam	Cllrs Bennett, Hannam
DALC Larger Councils Committee	Cllr Bennett	MAYOR
Dart Harbour Community Group	Cllrs Collinson & Peters	Cllr Peters
Totnes Chamber of Commerce	Cllrs Peters & Roberts	Cllr Roberts
Fairtrade	Cllr Hannam	Cllr Hannam
Museum Trust	Cllr Presswell	Cllr Presswell
Caring Town	Cllrs Collinson, Peters, Price & Robshaw	Cllr Price
Network of Wellbeing	Cllr Cummings & Robshaw	Cllr Cummings
Bridgetown Alive	Cllrs Bennett, Hodgson & Presswell	Cllrs Bennett, Presswell
Friends of Totnes Museum	Cllr Presswell	Cllr Presswell

Daisy and Rainbow Childcare	Cllr Bennett	Cllr Bennett
Inclusive Totnes [Disability]	Cllrs Cummings, Hodgson, Price & Robshaw	Cllrs Cummings, Price
Police & Crime Commissioner Councillor Advocate	Cllrs Peters & Trant	Cllr Peters?
The King Edward VI College Site Foundation (The Mansion)	Cllrs Beavis & Price	Cllrs Beavis, Price
Devon Countryside Forum	Cllr Hodgson	
Rural Service Network	Cllr Hodgson	
Friends of Salfit	Cllrs Cooper, Price & Robshaw	Cllr Price
TQ9 Partnership	Cllrs Bennett, Chinnock, Hodgson, Peters & Price	Cllrs Bennett, Price
Schools Engagement	Cllr Bennett	Cllr Bennett
Stepping Stones	Cllrs Hannam & Robshaw	Cllr Hannam
Totnes Lantern Festival and Carnival	Cllr Bennett	Cllr Bennett
Totnes Fringe Festival	Cllr Bennett	Cllr Bennett

## ITEM 12 – TOTNES CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN CONSULTATION

The Totnes Conservation Area Appraisal and Management Plan is attached as a separate document and can be found at this [link](#)

Officer Note: Following earlier meetings with the South Hams District Council (SHDC) Heritage Officer about the review of the Totnes Conservation Area Appraisal and Management Plan, at the Planning Committee in December 2025 the pre-consultation draft was discussed, the Committee agreed that it was an improvement on the earlier drafts but the Committee felt that some of its earlier comments have not been incorporated. It was **AGREED** that there is information that they would wish to see included and therefore the draft is not yet in a position to take to Full Council.

The following comments were passed to the Heritage Officer with their comments below:

- That more of the historic context detail and images used in the extant Conservation Area Appraisal is incorporated.
- Key views need to include the following: from Totnes Bridge down river; Borough Park in all directions (particularly towards the Castle, and east to the Bourton Valley).
  - SHDC Response: These were added with exception of Borough Park east to Bourton Valley as this is outside the conservation area looking outside the conservation and does not fall within the scope of the conservation area appraisal.
- Limited detail on the three proposed new areas and lack of images to support the recommendations.
  - SHDC Response: These were proposed by the Town Council. We have added in information about the modern buildings included. These are to be consulted on. Images are contained within the character areas section.
- Images - concern about the quality of some of the images (shadowing for example) and sizing; and lack of medieval doorways and buildings.
  - SHDC Response: No specific page numbers were received. We guessed which these were and changed some photos to include more medieval features.
- P14 – Rotherfold and reference to ‘Little Totnes’ – the sentence is confusing, is it both areas or one?
  - SHDC Response: This is in the current appraisal, removed for ease.
- What is the consultation process for the proposed extension areas (for example, do the residents get contacted direct)?
  - SHDC Response: We are bound by the council’s engagement policy for all council projects/documents. They will notice the posters on lampposts and online in the usual way. For future reference, the easiest way to check for all consultations is the [commonplace portal](#).
- Typos which will be identified and submitted to the officer at South Hams District Council separately.
  - SHDC Response: These have not been received. Some were noted by other consultees and amended.
- It will send the updated OSSRW greenways map to the South Hams District Council officer.
  - SHDC Response: As other consultees noted, the landscape references has clearly created some confusion. The conservation area appraisal has a very specific scope of the buildings within the conservation area. Excessive references to green/landscape have been removed to avoid this.
- Wish to see reference to the 2018 South Hams District Council Landscape Character Assessment included in the plan [this is already referenced in the appendix to the plan].
  - SHDC Response: Already referenced and in the relevant links.

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

Month	Full Council, 7pm	Council Matters Committee, 6.30pm	Planning Committee, 6.30pm	Town Matters Committee, 6.30pm
<b>April 2026</b>	Monday 13 <sup>th</sup>	Monday 20 <sup>th</sup>	Monday 27 <sup>th</sup>	None
<b>May 2026</b>	Monday 11 <sup>th</sup>	Monday 18 <sup>th</sup>	Wednesday 20 <sup>th</sup>	None
<b>June 2026</b>	Monday 1 <sup>st</sup>	Monday 8 <sup>th</sup>	Monday 15 <sup>th</sup>	Monday 22 <sup>nd</sup>
<b>July 2026</b>	Monday 6 <sup>th</sup>	Monday 13 <sup>th</sup>	Monday 20 <sup>th</sup>	Monday 27 <sup>th</sup>

**April**

Economy Working Group – 8<sup>th</sup> April at 12.30pm  
 Full Council – 13<sup>th</sup> April at 6.30pm  
 Community Working Group – 14<sup>th</sup> April at 6pm  
 Council Matters Committee – 20<sup>th</sup> April at 6.30pm  
 Planning Committee – 27<sup>th</sup> April at 6.30pm

**May 2026**

Full Council: Annual Meeting of the Town Council – 11<sup>th</sup> May at 6.30pm  
 Council Matters Committee – 18<sup>th</sup> May at 6.30pm  
 Planning Committee – WEDNESDAY 20<sup>th</sup> May at 6.30pm (note change of day for May only)  
 Mayor Making - Thursday 21<sup>st</sup> May, 11.30am for 11.45am  
 Environment and Public Realm Working Group – 27<sup>th</sup> May at 4.30pm  
 Thursday 28<sup>th</sup> May - Annual Town Meeting, 6pm in the Civic Hall

**June**

Full Council – 1<sup>st</sup> June at 6.30pm  
 Council Matters Committee – 8<sup>th</sup> June at 6.30pm  
 Planning Committee – 15<sup>th</sup> June at 6.30pm  
 Town Matters Committee – 22<sup>nd</sup> June at 6.30pm

**July**

Full Council – 6<sup>th</sup> July at 6.30pm  
 Council Matters Committee – 13<sup>th</sup> July at 6.30pm  
 Planning Committee – 20<sup>th</sup> July at 6.30pm  
 Environment and Public Realm Working Group – 22<sup>nd</sup> July at 4.30pm  
 Town Matters Committee – 27<sup>th</sup> July at 6.30pm

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

Link Councillor Update

**CLlr Auletta** Since the last Full Council I have attended meetings etc. as follows:

Heritage

- Heritage Meeting with EH Castle and other representatives of historic assets in town.

- Totnes Museum Meeting with Museum Chair, a Trustee, CM, and Jo Cairns (Museum Development Southwest). Various matters discussed inc. opening hours and potential repair works package (inside and out). To be developed by B2 Architects with Trustee oversight.
- Historic England - Design Codes in Action Technical webinar
- Historic England - Biomass and Woodburning impacts Technical webinar

### OSSRW

- Met with Leechwell Garden Association Treasurer to discuss finance for running of the gardens. Suggested suitable grant awarding trust.
- Spoken to Totnes Leisure Centre re potential siting of Table Tennis table. By side of entrance doors is not possible as access needs to be maintained there. On paving in field below steps would be fine but management raised concerns about potential for increased ASB on steps and terrace above, litter, urination under etc.) They already have some problems with incidents there.

### Traffic & Transport

- Bridge Feasibility Study meeting (JH, SC, GB, LA and HC from DCC to discuss procurement of active travel safety audit as first step).
- Attended Active Travel England webinar on pedestrianisation of Camden High Street.

### Totnes Tennis Club/Lifeworks Garden

Report from the Tennis Club on community garden grant opportunities and update: "District Cllrs Allen and Presswell have provisionally agreed to donate £100 so thank you very much for making that suggestion previously.

Sadly, yesterday we found our potato plants have been stolen and a small water bowl for birds and pollinators. To be expected these days I guess, but we carry on and the garden is coming into colour now and we get so many lovely comments from many passers-by.

Lifeworks College are still greatly benefiting from the project as was expressed in this feedback from the College staff at the end of term:

"Working at the Community Garden in Totnes has given our students from Lifeworks College experiences in gardening and the various tasks it offers.

Not all our students have the opportunity to undertake gardening at home, so thanks to Totnes Tennis Club and Park Life, our students are experiencing something new and an activity they thought they would never enjoy. It is wonderful to see each student having a go, whether it be planting, digging, watering, pruning or tearing cardboard for the compost, they say, "that was good" or "that was something new".

Having [redacted] and [redacted] on hand to share experiences and knowledge with our students, is a huge benefit and I know the students appreciate their sharing it with them. They are brilliant with our students and they understand the difficulties our students face. They are both patient and very good at demonstrating to our students how to do things.

It is a privilege working with both [redacted] and [redacted] in supporting our students in an important activity within our timetable and enabling our students to explore and experience gardening."