



AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 1st JUNE 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 1st June 2026 at 7.00pm** for a maximum of 120 minutes the purpose of transacting the following business:

1. WELCOME TO ALL ATTENDING AND OBSERVING

The Chair will read out the following statement:

Welcome to everyone attending and observing the meeting.

A reminder that open proceedings of this meeting will be video recorded. If members of the public make presentations, they will be deemed to have consented to being recorded. By entering the Council Chamber attendees are also consenting to being recorded.

This meeting is limited to 120 minutes and therefore members are asked to raise their points succinctly and not repeat the same view expressed by colleagues if it does not add to the debate.

2. APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS

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

The Committee will adjourn for the following items:

Reports from County and District Councillors:

- a. County Cllr Hodgson – no document.
- b. District Cllr Allen – no document.
- c. District Cllr Birch – document attached [page 4].
- d. District Cllr Presswell – document attached [page 6].

The Council will convene to consider the following items:

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 11th May 2026 – document attached [page 8].

To note the following minutes:

- b. Council Matters Committee 18th May 2026 – document attached [page 14].
- c. Planning Committee 20th May 2026 – document attached [page 17].

4. 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 20):

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

- a. Full Council 11th May 2026.
- b. Council Matters Committee 18th May 2026.
- c. Planning Committee 20th May 2026.

5. STRATEGIC PLAN QUARTERLY REPORT

To consider a quarterly report on the Strategic Plan progress. Document attached [page 21].

6. INTERNAL AUDIT REPORT

To receive the Internal Audit Report for 2025/26, consider the findings and action plan. Document attached.

7. ANNUAL GOVERNANCE STATEMENT

To:

- a. Consider and approve the Annual Governance Statement for 2025/26 by resolution (document to follow); and
- b. Chair to sign the Governance Statement.

8. ACCOUNTING STATEMENT

To:

- a. Consider the Accounting Statement for 2025/26 (document to follow);
- b. Approve the Accounting Statement for 2025/26 by resolution; and
- c. Chair to sign the Accounting Statement for 2025/26.

9. COUNCILLOR REPRESENTATIVE ROLES

To consider a request from Cllr Robshaw (and any other requests) for Councillor representative roles. Document attached [page 24].

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

To note a list of upcoming meeting dates and annual meetings calendar, Council communications points and link Councillor/Councillor representatives on outside bodies updates. Document attached [page 24].

11. NEXT MEETING

To note the next meeting date of Monday 6th July 2026, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

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

12. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

13. GUILDHALL COTTAGE

To consider the future use of the Guildhall Cottage (financial). Document attached.

14. TOWN COUNCIL INSURANCE

To consider the quote for renewal of the Town Council's insurance (financial). Document to follow.

15. DISPOSAL OF KEVICC LOWER SITE

To consider the notice of disposal letter received on behalf of Education Southwest for the KEVICC lower site which is listed as an asset of community value (legal and financial). Document attached.

16. FUTURE COMMUNITY ASSETS

To consider future community assets in the town (commercial and financial). Document to follow.

Agenda produced by:

Catherine Marlton

Town Clerk

27th May 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.

ITEM 2C – DISTRICT CLLR BIRCH

John Birch SHDC Member for Totnes - Report to the meeting to be held on Monday 1 June 2026

I report on the following:

KEVICC – Sale of Land

In responding to the announcement by KEVICC of its intention to sell off school land the following should be taken into account.

In or about 2018 at the time the Joint Local Plan was being prepared KEVICC made submissions to SHDC that it wished to sell land at the school for development. It proposed the plan include for a development of 260 dwellings on its property. There was opposition to this proposal.

The Joint Local Plan after going through due process reduced the number to 130, The Joint Local Plan was adopted by SHDC in 2019 and is the current planning policy appertaining to development at KEVICC except for the provision for the number of dwellings being 130.

This figure no longer stands because of the Labour government's housing policy. SHDC has been informed by the government that the housing numbers in its local plan are insufficient and should be increased. As a result, SHDC has just started the preparation of a new local plan.

It now looks as though KEVICC will be fulfilling its long held intention to sell part of its land for development and that if and when sold the future use will be very much in the hands of developers or those who purchase the land who in any event will need to comply with the provisions of the JLP but will no doubt seek to exceed the number of dwellings above 130.

Better Care Fund Allocation

Central Government provides funding to Local Authorities through the Better Care Fund (BCF) so that Local Authorities can provide Disabled Facilities Grants (DFGs) and other grants to eligible residents within their area. The aim of these grants is to enable vulnerable individuals to remain safe and healthy in their own home.

The way in which Local Authorities in Devon allocate this funding to residents is determined by an agreed Devon-wide approach based on demand.

SHDC proposes to update its current policy, adopted in 2019 and updated in 2022, in line with the newly amended Devon-wide policy that will afford greater flexibility and therefore help a greater number of vulnerable residents to remain safe and healthy in their own homes.

The current assistance packages are:

- Mandatory Disabled Facilities Grant (DFG)
- Accessible Homes Grant (including house move)
- Home Improvement Loan
- Healthy Homes grant
- Energy Efficiency top-up

Over the last three years there have been 393 completed adaptations, and the Council has spent in the region of £3,500,000 on adaptations in South Hams. To reflect increase in labour and

material costs, the total discretionary grant that residents are eligible for will increase from £30,000 to £40,000.

In addition, and depending on funding, the revised policy will allow non-means testing for:

- Sufferers of Motor Neurone Disease (MND) and other rapid deterioration conditions;
- Veterans.

Crisis and Resilience Fund

From 1 April 2026 the Crisis and Resilience Fund (CRF) has been made available to local authorities in England to support low- income households who encounter a financial shock and to support activity that builds individual and community financial resilience. The Fund is intended to combine and replace the Household Support Fund (HSF) and Discretionary Housing Payments (DHPs).

Authorities must allocate the funding across the following elements:

Crisis Payment: Providing support to those in crisis.

Housing Payment: Providing financial support towards housing needs, to those who face a shortfall in meeting their housing costs.

Resilience Services: Funding for services delivered by local authorities or external providers to improve financial resilience.

Community coordination: investment in activities that connect and enhance the local support landscape.

Devon County Council has received funding of £8.4m to deliver the Crisis and Resilience Fund and agreed an approach for its delivery with Devon district councils. For the period 1 April 2026 to 31 March 2027, a total grant of £446,960.00 will be devolved to South Hams District Council. This consists of a Crisis Payment Component of £302,945 with an administration fee of £27,540 and £144,015 for Resilience Services.

The Crisis and Resilience Fund is intended to achieve three outcomes, namely the provision of effective crisis support, improving individual and community financial resilience and bolstering community level support, however there is wide discretion at a local level how best to achieve these objectives.

The Crisis and Resilience Fund is designed to support low-income households who encounter a financial shock, however it is different to the Household Support Fund as it is also intended to support local resilience and enable individuals and communities to better deal with financial difficulties in the long-term, reducing crisis need.

At its next meeting the SHDC Executive is being asked to endorse the decision to establish a dedicated Financial Advice and Support Team with the primary purpose of delivering the Crisis and Resilience Fund to 31 March 2028. In addition, this team will help residents with income maximisation and wider advice and support, before referring to partner agencies for specialist advice

At the meeting the Executive will be recommended to agree to fund 1.5FTE caseworkers, costing £78,628, to be provided by Citizens Advice South Hams to strengthen their team in the South Hams and develop outreach activities across the district. By providing funding to a specialist provider, the Council will add capacity to deliver more longer term and sustainable solutions to residents.

District Councillor Report - for Totnes Town Council 25/05/2026 - Cllr Anna Presswell

New Children’s Play Park – Elmhurst Park, Bridgetown

A large children’s playground has been built by SHDC in Elmhurst Park which lies at the top of the Chicken run in Bridgetown. It is for toddlers and younger children - with a fence surround, and has some wonderful innovative apparatus including a mini trampoline. The idea of this toddler playpark was initiated by a resident who wrote to SHDC saying there was a need for a play area for the youngest children in the Bridgetown community.

According to the interviews with the parents and children, the park is busy and mostly used in the afternoons after school, with parents bringing rugs to sit on and socialise. A lovely space and huge asset to the youngest in our community. Rob Sekula discussed with parents about the opportunity to have bench seating inside the park, which would be a welcome perch for those with babies as well as their toddlers.



Drop-In Mental Health Hub Totnes – The Old Mill, Morrisons

I met with BM of the Shekinah Community Mental Health Development, along with JP (Jamming Station), and JR from the Devon Partnership NHS Trust. It was decided that the Old Mill where Jamming Station lease, would be the best venue due to its intimate feel and minimal thoroughfare on leaving the venue.

An established group in Torbay called the Unusual Experiences Group, which is also run nationwide, is being set up for Totnes. The group is for individuals that struggle with:

- Unusual perceptions
- Feeling disconnected from the world and other people
- Unusual thoughts and beliefs
- Having a feeling that things have somehow changed

The next step is to establish a day when 2 psychologists can alternate and support the centre. These will come from the centre in Torbay.

www.shekinah.co.uk



Apricot Centre

I will be visiting RP – the Director of the Apricot Centre, along with Chris Shears (head of Economy and Place at SHDC), to follow on from my previous concern about adaptation of farming practices and the support available to our Agriculture sector - particularly future adaptation to Climate Change, soil and planting.

Discussions with Enforcement – Derelict Caravan – Newton Road

As re-highlighted by Matt Trant and Jacqi Hodgson, I've written to Sheena Denham (Planning Business Support Officer – Enforcement) to re-visit the possibility of the removal of the derelict caravan. This will be discussed Thursday 28th May at a meeting attended by Jacqi Hodgson. Another meeting is to be set up for the Totnes District Councillors for Enforcements issues in our area. Please contribute any items for discussion.



DRAFT MINUTES FOR THE ANNUAL MEETING OF TOTNES TOWN COUNCIL MONDAY 11TH MAY 2026 IN THE GUILDHALL

Present: Councillors T Bennett (Mayor and Chair), L Auletta, C Beavis, J Chinnock, S Collinson, J Hannam, J Hodgson (from 19.05hrs), D Peters, A Presswell, N Roberts, T Robshaw, L Smallridge and M Trant.

Apologies: Cllrs Cummings and Price.

Not Present: Cllr Cooper

In Attendance: District Councillors Allen and Birch, C Marlton (Town Clerk) and P Bethel (Town Sergeant).

1. WELCOME TO ALL ATTENDING AND OBSERVING

2. ELECTION OF MAYOR

a. To elect the Mayor and the Chair of the Council for the Council Year 2026-2027.

Cllr Bennett was unanimously voted in as Mayor and the oath of office was signed.

b. To note the Mayor's appointment of the Deputy Mayor/Chair.

Cllr Bennett appointed Cllr Trant as his deputy for the coming year.

3. APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS

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

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

The Committee will adjourn for the following items:

Reports from County and District Councillors.

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

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

- a. County Cllr (C Cllr) Hodgson had submitted a report. Councillors asked about: public transport reliability; bus safety (use of seatbelts); and highways works.
- b. District Cllr Allen (DCllr) had not submitted a report and updated on: the National Landscape; planning changes at district council level; and an Arts Plan at South Hams District Council.
- c. District Cllr Birch had submitted a report and there was discussion with Councillors about water quality in local rivers including community-led monitoring initiatives and partnerships with universities. The impact of heavy rainfall on water quality was highlighted. DCllr Birch will circulate details of the project.
- d. District Cllr Presswell had submitted a report. Councillors noted with thanks the repairs to the riverside walkway/pontoon.

The Council reconvened.

4. COMMITTEE MEMBERSHIP

To elect: members to committees; committee chairs; Strategy Delivery Working Groups; outside representatives; and link councillor roles.

The following appointments were **RESOLVED** unanimously for 2026/27:

Committee	Proposed Membership 2026/27
Full Council	ALL CLLRS ATTEND
Council Matters Committee (between 6-8 members)	Cllrs Auletta, Beavis, Bennett, Chinnock, Hannam, Peters, Price, Trant CHAIR – Cllr Peters
Planning Committee (between 6-10 members)	Cllrs Auletta, Bennett, Collinson, Cooper, Cummings, Hodgson, Smallridge, Trant CHAIR – Cllr Auletta
Town Matters Committee (between 6-10 members)	Cllrs Auletta, Beavis, Chinnock, Collinson, Cummings, Peters, Presswell, Price, Roberts, Robshaw CHAIR - TBC
Working Group	
Community Working Group	Cllrs Bennett, Chinnock, Collinson, Hannam, Presswell, Robshaw, Trant
Economy Working Group	Cllrs Auletta, Beavis, Chinnock, Peters, Roberts
Environment and Public Realm Working Group	Cllrs Auletta, Collinson, Cooper, Cummings, Hodgson, Peters, Robshaw
Link Councillors	
Cultural Links	None
Arts	Cllr Hannam
Elderly and Vulnerable People	Cllrs Hannam & Hodgson

Young People/Youth	Cllr Hannam & Hodgson
Heritage	Cllrs Auletta, Bennett & Price
Open Space, Sports Provision and Leisure	Cllrs Auletta, Price & Roberts
Traffic and Transport	Cllrs Auletta, Hodgson, Presswell & Roberts
Environment, Sustainability & Air Quality	Cllrs Cummings, Hodgson & Robshaw
Disability	Cllrs Hodgson, Price & Robshaw
Business and Employment	Cllr Roberts
Representatives on Outside Bodies	
TADPOOL	Cllrs Hannam & Peters
Totnes Allotments Association	Cllr Hodgson
Vire Twinning Association	Cllrs Cooper, Hodgson & Price
Totnes Municipal Charities and Totnes Bounds Charity	Cllrs Bennett & Hannam
KEVICC Foundation Governors	Cllrs Beavis, Bennett, Hannam & Price
Parish Paths Partnership	Cllr Bennett
Totnes Hospital League of Friends	Cllrs Bennett & Hannam
DALC Larger Councils Committee	Cllr Bennett
Dart Harbour Community Group	Cllr Peters
Totnes Chamber of Commerce	Cllr Roberts
Fairtrade	Cllr Hannam
Museum Trust	Cllr Presswell
Caring Town	Cllr Price
Network of Wellbeing	Cllrs Cummings & Robshaw
Bridgetown Alive	Cllrs Bennett, Hodgson, Presswell & Robshaw
Friends of Totnes Museum	Cllr Presswell
Daisy and Rainbow Childcare	Cllr Bennett
Inclusive Totnes [Disability]	Cllrs Cummings, Hodgson & Price
Police & Crime Commissioner Councillor Advocate	Cllr Peters?

The King Edward VI College Site Foundation (The Mansion)	Cllrs Beavis & Price
Devon Countryside Forum	Cllrs Auletta & Hodgson
Rural Service Network	Cllr Hodgson
Friends of Salfit	Cllrs Price & Robshaw
TQ9 Partnership	Cllrs Bennett, Chinnock, Hodgson & Price
Schools Engagement	Cllr Bennett
Stepping Stones	Cllrs Hannam & Robshaw
Totnes Lantern Festival and Carnival	Cllr Bennett
Totnes Fringe Festival	Cllr Bennett

5. 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 13th April 2026.

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

To note the following minutes:

b. Council Matters Committee 20th April 2026.

Noted.

c. Planning Committee 27th April 2026.

Noted.

6. 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 13th April 2026.

No matters arising.

b. Council Matters Committee 20th April 2026.

Item 3a. Community Working Group: Community Audit – It was **RESOLVED** unanimously to ring fence £13,500 of the £50,000 Strategic Community Funding for Caring Town, subject to further work on the Job Description of the new role and the involvement of the Town Council in the future planning of the organisation and recruitment processes.

Item 5. Standing Orders Review – See item 8 on the Full Council agenda.

Item 6. Risk Register – See item 9 on the Full Council agenda.

Item 13. Guildhall Inventory – It was **RESOLVED** that the framed prints (excluding the Goss certificate) be added to the inventory and stored in the Muniments Room, and that the other items as listed be disposed of.

c. Planning Committee 27th April 2026.

No recommendations.

7. STRATEGY DELIVERY WORKING GROUP UPDATES

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

Verbal updates were received from the Working group chairs Cllr Bennett (Community), Cllr Roberts (Economy), Cllr Hodgson (Environment and Public Realm).

8. STANDING ORDERS

To consider the revised Standing Orders (see document for a summary of changes).

It was **RESOLVED** that the revised Standing Orders are adopted.

9. RISK REGISTER

To review the Town Council's Risk Register.

It was **RESOLVED** that the Risk Register is approved, noting internal auditor feedback.

10. 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.

11. NEXT MEETING

To note the next meeting dates of Monday 1st June 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)*

12. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

None.

13. TOTNES MUSEUM LEASE

To consider a request to extend the lease on 70 Fore Street/Totnes Museum (financial and legal).

It was **RESOLVED** that this discussion should be deferred to Council Matters to make a recommendation to Full Council in June 2026 for a final decision.

14. BANKRUPTCY DECLARATION REQUIREMENTS

To confirm declarations from officers and Councillors of bankruptcy in line with insurance requirements (personal).

The Clerk reminded all members that they needed to confirm declarations (including nil) by email to the Finance Manager for insurance requirements.
The meeting closed at approximately 8.30pm.

Cllr Tim Bennett
Chair



DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 18TH MAY 2026 AT 6.30PM IN THE GUILDHALL

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

Apologies: Cllr Bennett

Not Present: Cllr Trant.

In Attendance: C Marlton (Town Clerk).

1. APOLOGIES FOR ABSENCE

The Chair read a statement about how the meeting would be conducted. The apologies were accepted.

PUBLIC QUESTION TIME

There were no members of the public present.

2. CONFIRMATION OF MINUTES

To approve the minutes of 20th April 2026 and update on any matters arising.

The minutes were **AGREED** unanimously as an accurate record of the proceedings.

3. STRATEGY DELIVERY WORKING GROUPS

To consider any budgetary recommendations from the following (document attached):

a. Community Working Group, 14th April 2026.

Community Audit – It was noted that Full Council had **RESOLVED:** to ring fence £13,500 of the £50,000 Strategic Community Funding for Caring Town, subject to further work on the Job Description of the new role and the involvement of the Town Council in the future planning of the organisation and recruitment processes; and to allocate £1,000 from professional fees for Devon Communities Foundation (DCF) to work on: project scoping with Caring Town (as outlined above); allocation for the remainder of the 2026/27 Strategic Community Budget; and to look ahead to how best to plan for community funding for 2027 onwards.

4. BUDGET MONITOR

To consider the Budget Monitor.

The budget monitor was **AGREED**.

5. BUDGET OUTTURN STATEMENT

To note the budget outturn statement for financial year 2025/26.

The budget outturn statement was **AGREED** as presented.

6. LEGIONELLA MANAGEMENT PLAN

To consider the annual review of the Legionella Management Plan.

It was **AGREED** to accept the Legionella Management Plan

7. COMMUNITY FUNDING POLICY

To note a clarification in the Community Funding Policy relating to supporting documentation required.

The amendments to the policy were **AGREED**.

8. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 18th May 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)*

9. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

These were reviewed and **AGREED** unanimously.

10. IT SUPPORT CONTRACT

To consider quotes for the provision of IT support to the Council Offices and Councillors (commercial).

It was **AGREED** to shortlist to two providers, but the Committee had queries related to service delivery comparisons (rather than simply price). To **RECOMMEND** to Full Council that it considers which of two shortlisted companies to proceed with, subject to the provision of additional information.

11. CHRISTMAS ILLUMINATIONS

To consider the quotes and costings for the town’s Christmas illuminations for 2026 (commercial).

It was **AGREED** to accept the appointment of AJ Paine for installation and JHAV for phase one of the additional Christmas projection, as outlined in the report. It was noted that the estimated costs and savings found projects that this can be done within the existing £15,000 budget.

12. CIVIC HALL DOOR

To consider the quotes for replacement doors for the Civic Hall (commercial).

It was **AGREED** to appoint Five Star to replace the existing doors with Automatic Doors to match the ramp entrance at a quoted cost of £9,628.98.

13. TOTNES MUSEUM LEASE

To consider a request to extend the lease on 70 Fore Street/Totnes Museum (financial and legal).

To **RECOMMEND** to Full Council that the Museum Trust be offered a new 30 year lease to replace the existing, with no break clause and clarification on the detail that the Town Council is only responsible for exterior maintenance and repairs. This offer is subject to a 50/50 split of legal/professional costs arising from the Town Council drawing up said lease.

14. STAFFING – JOB DESCRIPTIONS

To consider the job descriptions for the Economic Support Officer and Communications and Community Officer roles (staffing).

It was **AGREED** to accept:

- the Economic Development Officer job description as presented;
- the Community Communications Officer job description with minor amendments; and
- the timeline outlined in the report.

15. STAFFING UPDATE

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

No issues raised.

The meeting closed at 8.00pm

Catherine Marlton
Town Clerk
May 2026



DRAFT MINUTES FOR THE PLANNING COMMITTEE WEDNESDAY 20TH MAY 2026 IN THE GUILDHALL

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

Apologies: Cllrs Cooper, Collinson and Smallridge.

In Attendance: 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 from Cllrs Cooper, Collinson and Smallridge were accepted.

PUBLIC QUESTION TIME

There were no members of the public present.

2. CONFIRMATION OF MINUTES

To approve the minutes of 27th April 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. 3219/25/TCA – T 1: London Plane - all around crown reduction by 2.0-2.5m. 6 The Plains, Totnes, TQ9 5DR.

Object. There is insufficient detail in the application of the pruning required. The Committee requests a site meeting with the SHDC Tree Officer to determine a suitable programme of works.

3b. 1264/26/TPO - TPO 259: T1481 - 1 x Monterey cypress - Reduce eastern aspect of canopy to provide a minimum clearance from neighbouring property of 2.5 metres; T1484 – 1 x Monterey pine - Crown raise eastern aspect to provide a minimum clearance of 2.5 metres from the roof of the adjacent property; T1486 - 1 x Common ash - Dismantle and fell to near ground level due to ash dieback as a proportionate control measure, thereby eliminating the quantified risk of harm to parked vehicles from this tree. The Manor House, Coronation Road, Totnes, TQ9 5DF.
Support.

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. 1050/26/FUL - Alterations to existing garage, including the enlargement of a window and internal works to create a shower-room. 31 Plymouth Road, Totnes, TQ9 5LX.

Cllr Bennett declared a personal interest.

Comment – The Committee has concerns about light spill from the proposed larger window and affects on local wildlife. The Committee requests that there is no external lighting permitted, and that any approval includes a condition that the conversion is ancillary to the main dwelling.

4b. 1119/26/HHO and 1120/26/LBC – Householder application and Listed Building Consent for new windows & steps to the rear garden. 1 Cistern Street, Totnes, TQ9 5SP.

Support.

4c. 1124/26/LBC – Listed Building Consent to replace all seven windows in the south elevation. 25 South Street, Totnes, TQ9 5DZ.

Support. The Committee would suggest that appropriate breathable materials are used in the installation of the new timber windows.

5. TOTNES BRIDGE SAFETY AUDIT

To consider the draft brief to commission a safety audit for Totnes Bridge.

The Committee thanked Cllrs Auletta and Collinson for their work in producing a thorough, detailed brief which they hope will provide an evidence base to look at future options to help address the findings. To **RECOMMEND** to Full Council that the Totnes Bridge Safety Audit brief is adopted as drafted and that suitable consultants for the work are invited to quote.

6. TRAFFIC AND TRANSPORT STEERING GROUP

To consider the recommendation (item 4 – vehicle activated signs) and note the minutes from the Traffic and Transport Steering Group meeting on 22nd April 2026.

Cllr Bennett declared a pecuniary interest as the Clerk to Dartington Parish Council.

After much discussion, it was **AGREED** that more information is required before the Council considers the purchase of fixed or mobile vehicle activated signs (VAS). The information required to inform discussion is:

- Confirmation of potential VAS locations for Totnes as agreed by Devon County Council; and
- Investigate potential service providers for hiring and moving of mobile VAS and costings.

Cllr Bennett will share his findings on costs with Totnes Town Council officers.

7. DATE OF NEXT MEETING AND MAY MEETING

To note the date of the next meeting of the Planning Committee – Monday 15th June 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)*

8. TOTNES NEIGHBOURHOOD PLAN REVIEW

To consider the outcome of the health check meeting for the Totnes Neighbourhood Plan and the requirement for any future work (commercial).

To **RECOMMEND** to Full Council that:

- it updates the Totnes Neighbourhood Plan with the non-material minor modifications as advised in the health check; and
- Officer time is allocated for the necessary liaison with South Hams District Council.

The meeting closed at 7.45pm.

Sara Halliday
Governance and Projects Manager
May 2026

ITEM 4 – RECOMMENDATIONS FROM COMMITTEE

4a. Full Council 11th May 2026

No recommendations.

4b. Council Matters 18th May 2026

Item 10. IT Support Contract – To **RECOMMEND** to Full Council that it considers which of two shortlisted companies to proceed with, subject to the provision of additional information [to be considered under item 12 - commercial].

Item 13. Totnes Museum Lease - To **RECOMMEND** to Full Council that the Museum Trust be offered a new 30 year lease to replace the existing, with no break clause and clarification on the detail that the Town Council is only responsible for exterior maintenance and repairs. This offer is subject to a 50/50 split of legal/professional costs arising from the Town Council drawing up said lease [to be considered under item 12 – financial and legal].

4c. Planning Committee 20th May 2026

Item 5. Totnes Bridge Safety Audit - To **RECOMMEND** to Full Council that the Totnes Bridge Safety Audit brief is adopted as drafted and that suitable consultants for the work are invited to quote.

Item 8. Totnes Neighbourhood Plan Review - To **RECOMMEND** to Full Council that:

- it updates the Totnes Neighbourhood Plan with the non-material minor modifications as advised in the health check; and
- Officer time is allocated for the necessary liaison with South Hams District Council.

ITEM 5 – STRATEGIC PLAN QUARTERLY REPORT

TOTNES TOWN COUNCIL STRATEGIC PRIORITIES – QUARTERLY REPORT TO FULL COUNCIL JUNE 2026

This quarterly report provides an overview of the progress on delivering the strategic priorities set by Totnes Town Council (TTC) in 2024.

LOCAL ECONOMY

EC01 – Collaborate with South Hams District Council (SHDC) to develop a realistic and funded, sustainable economic plan for Totnes.

The SHDC-led Community Economic Plan (CEP) has publicly released the survey results, and survey findings have informed the proposed projects. The Youth Engagement work and regular meetings between SHDC/TTC/representative businesses are ongoing. The projects include: the setting up of a Business Forum; holding a Business Fair in Autumn 2026 in collaboration with SHDC; and ‘Shop and Stroll’ on select dates in 2027. Leads have been assigned to these projects and details will be confirmed via the Town Council’s Working Groups.

SHDC is planning to publish the CEP in autumn 2026.

EC02 – Carry out a SWOT analysis with businesses to identify issues and opportunities for Totnes.

TTC commissioned a health check of the Totnes Neighbourhood Plan in January 2026, which has identified a small number of minor non-material amendments to bring data up-to-date. The Planning Committee in May 2026 will consider the next steps to take and make a recommendation to Full Council in June 2026.

There has been no contact from SHDC with TTC about the Local Plan and no information on the SHDC website.

EC03 – Lobby SHDC to improved the civic square and other Civic and open spaces they are responsible for in the town, or to transfer more assets to the Town Council to ensure they are protected for the future.

In August 2025 SHDC began the repair of the cobble setts in the Civic Square which concluded in 2026. However, despite this work the condition of the Civic Square surface remains a concern in terms of health and safety and general appearance in a prominent location in the Town. Complaints are regularly received from members of the public to the Town Council, and the Town Council feeds back information and raises concerns with SHDC in its regular ‘Town Team’ meetings between officers and councillors of TTC and SHDC.

Under the SHDC Asset Transfer Policy ahead of any local government reform changes, TTC has applied for the transfer of the Civic Square only, with South Hams District Council retaining a time-limited licence to operate markets on agreed days until a unitary/successor authority forms.

EC04 – Promote and support local food producing businesses and networks in and around Totnes and promote Totnes as a healthy and sustainable food destination.

In April 2026 TTC resolved that food provided for Council functions is locally produced and sustainably sourced, with a balance in favour of vegetarian and vegan options catered for.

Deliverable progress: Community Economic Plan – ongoing; Events (monthly artisan markets and Christmas late nights ongoing); Visit Totnes – ongoing.

LOCAL ENVIRONMENT AND PUBLIC REALM

EPR01 – Develop a vision and strategy for open green and blue spaces using the findings of the Totnes Town Council Open Space, Sports, Recreation and Wellbeing review to identify shortfalls in provision or access.

Whilst a formal strategy or action plan hasn't been produced following the OSSRW review work has continued. Following a number of site visits and discussion through the Working Group, TTC has:

- identified and allocated funding for the provision of additional benches on Vire Island, the Weir, Heaths Garden (to be installed by SHDC) and has relocated two TTC benches at the Skate Park in Borough Park.
- Provided funding for the Skate Park in Borough Park.
- Confirmed its priority for S106 investment in Borough Park as resurfacing of the Multi Use Games Area.
- Requested a cut back of vegetation on Vire Island to deter anti-social behaviour, with further removal of laurel planned in late 2026.
- Written to the County Councillor in support of the aspiration to expand the current National Landscape area to include Totnes up to Buckfastleigh.
- Agreed an annual plan of maintaining the wild areas at the cemetery.

EPR02 – Secure and celebrate heritage assets in Totnes.

The Town Council has formally responded to the SHDC Conservation Area Appraisal and Management Plan review, and is pleased to see its suggestion to expand the conservation areas to include Leechwell, Maudlin Road, Brooklands and Somerset Place included.

TTC has supported a request for a new display for Burke and Wills in the Guildhall.

EPR03 – Safer, cleaner Totnes.

Regular 'Town Team' meetings between officers and councillors of TTC, SHDC and Devon Highways help to identify problem areas for litter and overgrown vegetation on footways.

Incidents of graffiti are regularly reported to the Police, and CCTV is shared with the Police on completion of the relevant application request, to assist with reducing crime and anti-social behaviour in the town.

EPR04 – Continue to build on the Council's Climate and Ecological Emergency declaration made in December 2018.

No reported actions.

EPR05 – Support a sustainable approach to traffic management throughout Totnes including links to surrounding towns and parishes.

Administrative support to the Traffic and Transport Forum and Steering Group continues to be provided by a TTC officer. Work continues to deliver the core projects identified, with the Planning Committee in May 2026 considering the vehicle activated signage project and Totnes Bridge safety audit brief before making a recommendation to Full Council.

Deliverable progress: Bus shelters at Higher Westonfields and Follaton refurbished; planters removed and remaining planters painted; Cemetery – all benches refurbished, pedestrian gate painted, main gates being refurbished; Totnes Neighbourhood Plan health check complete.

LOCAL COMMUNITY

C01 – Carry out a mapping exercise in collaboration with community groups, to identify the current provision of services, activities and community groups in Totnes, with the aim of identifying opportunities for collaboration or support as well as areas of under or over provision.

The Community Audit has concluded, with a revised process for the awarding of community grants: open all year small grants of up to £1,000 to be considered by each working group (£5,000 total grant budget available per working group) with the Council Matters Committee confirming budget allocation; and £50,000 of funding available for charitable organisations providing core services in the town.

Deliverable progress: Civic and Community events (bunting, Mayor Making, Civic Event, Annual Town Meeting, Christmas Lights switch on – delivered or preparations ongoing); Community Awards – policy to be reviewed summer 2026; community grants – new policy in place, ongoing; community groups – attendance at TQ9 meetings is ongoing.

ITEM 9 – COUNCILLOR REPRESENTATIVE ROLES

To consider the following request from Cllr Robshaw to be a Councillor representative with: Caring Town; and Vire Twinning Association.

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

Month	Full Council, 7pm	Council Matters Committee, 6.30pm	Planning Committee, 6.30pm	Town Matters Committee, 6.30pm
June 2026	Monday 1 st	Monday 8 th	Monday 15 th	Monday 22 nd
July 2026	Monday 6 th	Monday 13 th	Monday 20 th	Monday 27 th
August 2026	Monday 3 rd (If required – Recess Committee)	None	Monday 17 th (TBC)	None
September	Monday 7 th	Monday 14 th	Monday 21 st	Monday 28 th

June

Full Council – 1st June at 6.30pm

Council Matters Committee – 8th June at 6.30pm

Planning Committee – 15th June at 6.30pm

Town Matters Committee – 22nd June at 6.30pm

Community Working Group – 29th June at 6.00pm

July

Full Council – 6th July at 6.30pm

Council Matters Committee – 13th July at 6.30pm

Planning Committee – 20th July at 6.30pm

Environment and Public Realm Working Group – 22nd July at 4.30pm

Town Matters Committee – 27th July at 6.30pm

August

Recess Committee – if required, 3rd August

Planning Committee – 17th August (to be confirmed)

September

Full Council – 7th September at 6.30pm

Council Matters Committee – 14th September at 6.30pm

Planning Committee – 21st September at 6.30pm

Town Matters Committee – 28th September 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 Updates