



## AGENDA FOR THE TOWN MATTERS COMMITTEE

### MONDAY 22<sup>ND</sup> JUNE 2026 IN THE GUILDHALL

There are stairs to the Council Chamber but if any member of the public has mobility issues the Council can relocate to the lower Guildhall.

You are hereby **SUMMONED** to attend the **Town Matters Committee** on **Monday 22<sup>nd</sup> June 2026** at **6.30pm** for a maximum of 90 minutes in the Guildhall for the purpose of transacting the following business:

**Committee Members:** Councillors L Auletta, C Beavis, J Chinnock, S Collinson, J Cummings, D Peters, A Presswell, E Price, N Roberts and T Robshaw.

#### 1. WELCOME AND APOLOGIES FOR ABSENCE

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 90 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.

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

*The Committee will adjourn for the following items:*

#### PUBLIC QUESTION TIME

A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.

*The Committee will convene to consider the following items:*

#### 2. ELECTION OF CHAIR AND DEPUTY

To:

- a. Make a recommendation to Full Council for the Chair of the Town Matters Committee for 2026/27 (with immediate effective); and
- b. Elect a deputy chair for the Committee (with immediate effect). No document.

#### 3. CONFIRMATION OF MINUTES

To approve the minutes of 23<sup>rd</sup> March 2026 and update on any matters arising. Document attached [page 3].

#### 4. STRATEGY DELIVERY WORKING GROUPS

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

- a. Community Working Group, 14<sup>th</sup> April and 20<sup>th</sup> May 2026 (documents attached, page 7).
  - b. Economy Working Group, 8<sup>th</sup> April and 19<sup>th</sup> May 2026 (documents attached, page 10).
  - c. Environment and Public Realm Working Group, 28<sup>th</sup> May 2026 (document attached, page 17).
5. **RENAMING COLEBROOK COTTAGES AS MILL LANE**  
To consider a request from a member of the public to rename the section 'Colebrook Cottages' as 'Mill Lane' with appropriate signage. Document attached [page 19].
  6. **LAMP FOR PEACE AND UNICEF CHILDREN'S DAY**  
To consider illuminating the five trees on The Plains in support of the Remembrance/Lamp for Peace and UNICEF Children's Day. Document attached [page 21].
  7. **LICENSING APPLICATION**  
To consider the following application for an alcohol licence and make a recommendation to Full Council: The Ruby Chinese Takeaway at 5 Christina Parade, Totnes, TQ9 5UU. Document attached [page 22].
  8. **POTENTIAL LICENSING OF EXTERNAL AREAS OUTSIDE SHOPS 1-4 CIVIC HALL**  
To consider the potential licensing of the external areas outside of shops 1-4 the Civic Hall on non-market days, and give an informal response. Document attached [page 22].
  9. **OPEN SPACES, SPORTS, RECREATION AND WELLBEING PLAN UPDATE**  
To update on any general matters linked to the Open Spaces, Sport Recreation and Wellbeing Plan (standing item). No document.
  10. **LINK COUNCILLOR REPORTS**  
To consider link councillor reports from Committee members. Verbal update.
  11. **DATE OF NEXT MEETING**  
To note the date of the next meeting of the Town Matters Committee – Monday 27<sup>th</sup> July 2026 at 6.30pm.

Sara Halliday  
Governance and Projects Manager  
17<sup>th</sup> June 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 Councillor 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.**



**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 4 – STRATEGY DELIVERY WORKING GROUPS

### a. Community Working Group

**Recommendations:** None.

### **Community Working Group Notes – Tuesday 14<sup>th</sup> April @ 6pm via Teams**

Attendees: Cllrs Bennett, Chinnock, Collinson, Auletta, Presswell, Representative from Devon Community Foundation), Town Clerk

#### **1. Consider the notes of the last meeting.**

Noted.

#### **2. Consider the decisions of April Full Council:**

- a. Small Grants Policy
- b. Earmarked Reserves
- c. Community Audit

Noted.

#### **3. Consider larger strategic funding requests received.**

a. It was **RECOMMENDED** to Full Council to ring fence £13,500 of the £50,000 Strategic Community Funding, subject to further work on the Job Description of the new role and involvement of the Town Council in the future planning of the organisation and recruitment processes.

b. It was **AGREED** that £1,000 be allocated from professional fees for Devon Communities Foundation (DCF) to work on the above direction of travel with Caring Town, allocation for the remainder of the 26/27 Strategic Community Budget and to look ahead to how best to plan for community funding for 2027 onwards.

#### **4. To review the 26/27 budget.**

Noted.

#### **5. To consider any updates on Christmas lights 2026.**

Members were supportive of the proposals as presented, particularly the move towards the use of projection. It was felt sensible to consider Shady Garden, the Mansion and wall of Halls as a first phase, and to consider other areas such as St Marys Church and/or the Rotherfold in future years. It was noted that projection in and at the entrance to the Narrows was technically impossible given the power points, active highway etc, and the Economy Working Group are working with businesses on alternatives. **Council Matters** would be asked to consider expenditure on projection as outlined in the report.

#### **6. To consider any updates to the Christmas Lantern Procession 2026.**

The event happening on the first Tuesday of the three events was noted and received support. It was noted that funding support would be required to enable this event, application to follow.

#### **7. To consider any community activity around Carnival/odd object.**

No update.

#### **8. To consider any update around community buildings and assets.**

It was **AGREED** to call an informal meeting of all members to discuss Council assets and future opportunities. This is scheduled for Monday 11<sup>th</sup> May.

## 9. Any other matters

None.

## 10. To set a date for the next meeting – set for Wednesday 20<sup>th</sup> May at 6pm in the Guildhall.

Future meeting agenda items:

To consider a draft proposal on Christmas Window Competition 2026.

### Community Working Group Notes – Wednesday 20<sup>th</sup> May 2026.

*Working Group Members – Cllrs Bennett, Chinnock, Collinson, Hannam, Presswell, Robshaw, Trant*

Present: Cllrs Bennett, Chinnock and Presswell

Also in attendance: Cllr Beavis, Town Clerk

#### 1. Appoint a Chair of the Working Group

- Cllr Bennett was appointed as Chair
- Cllr Chinnock was appointed as Deputy Chair

#### 2. Consider the notes of the last meeting

Noted with verbal updates given

#### 3. Revised proposal for the Christmas Window Competition and any criteria needed for scoring, and a date for judging

It is **RECOMMENDED** to Council Matters that the reviewed process for the Christmas Window Competition be agreed, with the inclusion of the People's Choice award.

**ACTION** – Clerk to rework the proposal for CM and look at appropriate dates for judging.

It was noted that although CWG have considered this detail of this proposal, the budget for the competition sits within Economy.

#### 4. Consider applications to the Community WG for funding, for recommendation to Council Matters.

It was **RECOMMENDED** to Council Matters that:

- The Lantern Festival is awarded their total ask of £2300 from the £10,000 Christmas Lights budget that will be underspent this year.
- From the Community Grants £5,000 the following awards are made:
  - £55 to Park Run for Signage
  - £1000 to Stepping Stones Food Bank for food.
  - 500 to Tadpool for pool inflatable
  - £1000 to Hello Summer for Summer activities and food for families
  - £1000 to Bridgetown Alive for the Skyrise Festival.

If agreed these awards would leave a balance of £1445 remaining for smaller Community Grants (from Community budget) for the remainder of the 26/27 financial year. It was noted that the grants are already significantly oversubscribed.

The following applications were not recommended for award:

- £1125 to Pride - £1000 recommended from the Economy Working Group
- £1000 for Shiatsu for Change

The following applications and any further received will be considered by the June Community Working Group:

- £500 United Free Church
- £250 individual for a youth space at United Free Church
- £1000 for Jamming Station
- £1000 Care in Community
- £500 Dartington Recreation Centre

Application from Rewylding CIC will be deferred to the Environment and Public Realm Working Group.

Application for Telling Tales should be considered by the Economy Working Group given it forms part of the Totnes Fringe event and funding has already been provided.

**5. Any other business including DCF/Caring Town updates**

Verbal updates were noted, work with DCF and Caring Town is ongoing

**6. Date of the next meeting** – suggested Monday 29<sup>th</sup> June in person in the Guildhall meetings room.

## b. Economy Working Group

### **Recommendations:**

Heritage Festival Road Closure - The Town Matters Committee is asked to consider if it supports a road closure for the Heritage Festival in September 2026 and make a recommendation to Full Council. This idea has been discussed with the Heritage Festival organisers and via email with members of the Economy Working Group who are supportive. Potential contractors have been approached, with costs in the region of £2-2.5K to cover the documentation required for the road closure, signage, physical barriers and stewarding of the four-hour road closure. Officer time will also be required.

Shop and Stroll – To **RECOMMEND** to the Town Matters Committee that the Town Council introduces and funds road closures every Saturday in August 2027 (7th, 14th, 21st and 28th) between 10:00am and 3:00pm which could help increase footfall and encourage participation in the Shop & Stroll initiative, allowing adequate time for market traders to set up and pack down.

## **Economy Working Group MINUTES 8<sup>th</sup> April 2026 12.30pm – 2pm**

### **1. Notes from last meeting**

Members noted that Devon County Council (DCC) is arranging a traffic count on the bridge, below Seymour as part of the initial evidence gathering for the bridge feasibility work.

Members also agreed that, prior to the bridge feasibility study progressing, Totnes Town Council (TTC) will need to commission an independent safety audit. It was emphasised that the audit should specifically take account of school-related traffic and pedestrian footfall, and that this should be carried out during school term time to ensure the data is representative.

**ACTION:** TTC to commission an independent safety audit to inform the bridge feasibility study.

### **2. CEP update – project tasks allocated to Economy Working group agreed.**

Members confirmed that they are content for the Council to continue as a partner in the projects emerging from the Community Economic Plan (CEP). Members emphasised the importance of having a clearly identified Lead Partner for each individual project.

Members also noted that they would like to be actively involved in the delivery of some projects, while taking a supportive partnership role in others, depending on capacity and strategic fit.

**ACTION –** Kayleigh: Update the CEP project plan to clearly identify Lead Partners and the Council's role in each project, and forward the updated plan to Laura Eames (SHDC) ahead of the next CEP meeting scheduled for 14 April.

### **3. Earmarked reserves for EWG**

Members discussed the Earmarked reserves for 2026. Have agreed to provide the following detail:

#### Earmarked reserves for the Community Economic Fund

New EMR to support the implementation of Community Economic Plan projects once they have been agreed and finalised by SHDC. Proposed areas of activity include the Business Forum (BE12 on the Business and Economy Task Group Project Plan), Totnes Markets (BE5), Business support (BE6), marketing for the Town (BE9) and initiatives aimed at optimising the high street such as "Stroll & Shop". Specific financial allocations cannot be confirmed at this stage as the individual projects are still in development.

#### Earmarked reserves for Transport Feasibility:

New EMR from underspend in Economy WG for known project, starting with a safety audit by an independent contractor in preparation for the Totnes Old Bridge feasibility study.

#### **4. Fringe Festival sponsorship.**

Cllr Tim Bennett has agreed to be the lead councillor for the event. Members have agreed that no further funds will be allocated to The Fringe festival from the EWG, but that they are supportive of Visit Totnes supporting the festival through sponsorship or destination online marketing.

#### **5. Eat Festival – sponsorship**

Cllr Beavis raised concerns that Eat Festivals could not be readily located on Companies House, which led to questions around governance and the appropriateness of providing sponsorship or entering into a partnership.

Members discussed the pros and cons of supporting the festival. As the event takes place on a Sunday, it is unlikely to take trade away from many town centre businesses; however, this may also limit the direct benefit of additional footfall to local traders on the day itself.

The wider value of events was emphasised. Members noted that events contribute to the longer-term attractiveness of a town, encouraging repeat visits and making Totnes a more desirable place to live. The economic impact should therefore be considered in the wider context, rather than solely on the event day.

Members requested stronger evidence of the value of the sponsorship, including clarity on how the Town Council or Visit Totnes would be promoted as part of the partnership (for example, social media coverage or branding), and whether any evidence exists demonstrating the festival's impact on host towns.

It was noted that Eat Festivals are prepared to deliver the event in Totnes this year but may consider relocating to other towns, such as Salcombe or Newton Abbot, in future years if support is not secured. Dartmouth and Kingsbridge already have their own locally run food festivals, and Eat Festivals are a well-recognised brand across the South West. Losing the Eat Festival would mean Totnes no longer benefits from this particular offer.

Questions were raised about whether Eat Festivals currently pay SHDC for use of the site, and whether the event would be permitted to continue should the land transfer proceed.

Members agreed that, for this year, Visit Totnes should take ownership of the support. Longer-term support should be reconsidered once clearer evidence of value and impact has been provided.

**ACTION:** Contact Eat Festivals to:

- confirm their Companies House registration number and legal status
- confirm whether they currently pay South Hams District Council for the use of Longmarsh, in light of potential land transfer during LGR.
- Request further evidence of sponsorship visibility and event impact to inform any future, longer-term agreement.

#### **6. Update on cycling event – proposed for April / May 2027**

Members discussed the Totnes–Vire Cycling Race, which is proposed to take place in April 2027. The proposal includes closing roads in Totnes to allow for a town-centre stage of the race. The event currently includes stages in Okehampton, Paignton and Babbacombe. Members expressed concern that the requested contribution of £10,000 represents a significant sum for a one-day

event. It was felt that no financial commitment should be made without prior consultation with residents and businesses.

Members also highlighted the reputational risk associated with multiple road closures in the same year. It was noted that the Council is already considering town-centre road closures for summer shopping days, and introducing a further road-closure event before businesses and residents are accustomed to this could create negative perceptions of the Town Council. Members were keen to avoid this, particularly given the importance of building support for future road closures later in the year.

Members agreed that they would be supportive of the event from a marketing and promotional perspective if British Cycling wished to proceed without financial support from the Town Council. This was seen as a lower-risk option and more appropriate, as members did not wish the Council to take ownership of the event. It was also suggested that British Cycling could explore an off-road element to the race, potentially located elsewhere in Totnes, which could be considered at a later date.

**ACTION:** Cllr Roberts to contact Andrew at British Cycling to confirm that the Town Council will not be able to support the event financially at this time.

## **7. “Shop and Stroll 2027”**

Members agreed in principle that introducing road closures for one day per week during August 2027 could help increase footfall and encourage participation in the Shop & Stroll initiative. The proposal is for road closures to take place every Saturday in August (7th, 14th, 21st and 28th) between 10:00am and 3:00pm, allowing adequate time for market traders to set up and pack down.

Members felt it was important that, once the proposal is agreed in principle, it should be presented to the Business Forum to seek their support and encourage active participation from local businesses.

The proposal will next be taken to Town Matters for consideration and agreement. Subject to approval, a detailed delivery timeline will then be developed.

**ACTION:** Proposal to be taken to Town Matters in June 2026 for consideration.

## **8. The Narrows – Signage and Lights**

Kayleigh reported back to Members on the outcome of the recent Coffee and Pastry Morning held at the Guildhall for businesses based in the Narrows. The event was considered successful, with good attendance and positive engagement. A number of business owners expressed a keen interest in working collaboratively with the Council to develop initiatives for the area.

One proposed initiative was the installation of a welcome banner spanning the road from The Happy Apple to No.61, aimed at drawing visitors into the Narrows. Members discussed the banner previously installed in 2018 and noted that the eye hooks used at that time remain in situ on the buildings. It was agreed that these fixings would need to be structurally assessed and stress-tested, and potentially replaced if found to be unsuitable. Members also noted that Devon Highways approval would be required prior to any installation.

Members agreed in principle that businesses in the Narrows should be invited to contribute towards the design and printing costs of the banner. This proposal will be discussed with traders

once a quotation has been obtained. Members were also clear that the banner design should not replicate the previous banner installed in 2018, but should instead be creative, appropriate to the area, and reflective of the independent businesses and alternative character of the Narrows. It was also noted that clarification is needed regarding the ownership of the buildings from which the banner would be suspended.

ACTION: Obtain quotations for the design and printing of a welcome banner for the Narrows.

ACTION: Identify ownership of the relevant buildings (The Happy Apple and No.61) to seek written permission for stress testing and banner installation.

ACTION: Liaise with Devon Highways to confirm permissions and requirements for a banner spanning the road.

ACTION: Following receipt of costs and permissions, discuss potential financial contributions and support with Narrows businesses.

## **9. 1 river eight destinations – Cllr Peters**

Members noted that Dart Harbour is keen to encourage greater use of the river and has identified that Totnes currently lacks suitable visitor access at Longmarsh for people wishing to get onto the water. It was reported that Dart Harbour is planning to install an additional visitor pontoon and is also exploring the introduction of a water taxi service operating between Stoke Gabriel and Totnes, which would improve river access for both residents and visitors.

Members were informed that Dart Harbour has recently appointed a new Marketing Manager. Kayleigh will make contact to discuss potential updates to the Totnes content on the Dart Harbour website, and to explore opportunities for future joint promotional activity that could be supported by Visit Totnes and/or Totnes Town Council.

ACTION: Kayleigh to liaise with Dart Harbour's new Marketing Manager to explore updating Totnes-related content on the Dart Harbour website.

## **10. Tourism report – DEFERRED.**

## **11. NEXT MEETING CONFIRMED 19<sup>th</sup> May | 6pm – 7.30pm**

### **Economy Working Group Notes, 19<sup>th</sup> May 2026 6pm – 7.30pm**

Working Group: Cllr Roberts (Chair), Cllr Auletta, Cllr Beavis, Cllr Chinnock, Cllr Peters, Cllr Price  
Officer: Economic Support Officer (KO) Town Clerk (CM)

#### **1. Appoint a Chair and Deputy**

Cllr Nick Roberts has agreed to take on the role as Chair, and Cllr Darren Peters has agreed to take on the role of Vice Chair.

#### **2. Notes from last meeting not listed as items on the agenda.**

Bridge feasibility – Draft brief has been produced by Cllr Collinson and is being presented at the Planning Committee on 20<sup>th</sup> May. SHDC have part funded the testing for the Railway Station in Ivybridge and have indicated they may be able to help financially with the bridge safety audit or feasibility study in Totnes. It was noted that a monitoring box has been placed on the bridge.

ACTION – Cllr Auletta to feed back on brief and any information regarding the monitoring box at the next meeting.

Eat Festival – ACTION To be added to the agenda in July

Cycling Event – Cllr Roberts spoke to another cycling event organiser, who has said they may be able to do some kind of event without a road closure where cyclists completed a hill climb. Members discussed whether this would be beneficial to the economy, and points were made about the potential for a market and for accommodation providers if visitors came over from France.

**ACTION** – Cllr Roberts to arrange meeting and then members can decide if this is something to proceed with in the working group.

### **3. Lantern Festival – Small grants application for consideration.**

Members discussed the small grants application process and how it was determined on a first come first serve basis. They also discussed whether it was fair for organisations to be able to apply for multiple grants from different working groups. It was noted that in previous years organisers would just apply for one grant but it would be for the full amount as opposed to now having to apply for more than one.

Members discussed the economic value of the Lantern Parade. While some questioned the extent of its direct economic impact, it was noted that the event provides valuable marketing content, including images, drone footage and video, which Visit Totnes uses to promote markets and attract visitors to the town. Members recognised that holding the Lantern Parade on the opening night of the Christmas Markets may help to increase footfall in the town. It was noted that the opening night is historically quieter than the following weeks, and that the addition of the Lantern Parade could help to strengthen the overall Christmas offer. The group also highlighted the importance of the Lantern Parade as a well-established community event, contributing to town pride, creativity and the overall visitor experience.

Looking ahead, members expressed an interest in the event developing stronger links with local businesses and exploring sponsorship opportunities in future years, while recognising that this would not be achievable for 2026 due to time constraints.

Members noted that the Community Working Group is oversubscribed in terms of community grants funding requests, but has a budget of £10,000 allocated for Christmas Lights, which is likely to be underspent. Members requested that this underspend be used to support the Lantern Parade as part of the complete Christmas offer.

**ACTION / RECOMMENDATION:** To Council Matters – that the Lantern Parade is supported by the Christmas Lights budget underspend from the CWG. If this is not possible, members will reconsider the Lantern Parade application.

### **4. Totnes Pride – Small grants application for consideration.**

The Pride Festival is planned as a four-day event with workshops, social gatherings, exhibitions, and music nights, primarily in Totnes but with some activities in Dartington, aiming to support the LGBTQ community and their families. Discussion surrounding the economic benefits of Pride festivals in other parts of the country, and how popular the event was in previous years. The applicant is known to some members who advocated for her professionalism and ability to organise large scale events.

The events suggested in the application were discussed, as well as what funding would be spent on. It was noted that Totnes Pride had also applied to the Community Working Group, but that it was quite unlikely to receive money from that group due to high demand for the small grants.

The group discussed the successful business sponsorship model used by Dartmouth Pride, where local businesses sponsor the event and are promoted as 'pride allies', suggesting this approach for Totnes Pride to ensure sustainability.

**ACTION – RECOMMENDATION** to Council Matters for £1000 to support the Totnes Pride Festival  
**ACTION –** If agreed KO to arrange a follow-up meeting with organisers to clarify budget allocation, encourage the establishment of a formal group, and discuss marketing.

#### **5. CEP update – feedback from meeting with Laura Eames**

Projects plans for CEP were finalised in a meeting with Cllr Roberts, KO, CM, Laura Eames and Chris Shears (SHDC). TTC and SHDC to work collaboratively on a Business Fayre on October 15<sup>th</sup>. The business fair is intended to demonstrate the outcomes of the CEP, foster business networking, and involve the business forum, with ideas brought forward such as a business breakfast, speakers, and stalls. The group discussed strategies to engage larger businesses from Totnes and the surrounding areas, including inviting high-profile speakers and leveraging the Growth Hub for advice and support. The fair could be used to provide a platform for new and existing businesses, including those in food, drink, and agriculture, to present their offerings and promote sustainability, with potential media coverage suggested.

**ACTION –** Timeline for Business Fayre to be discussed at CEP meeting in June and fed back to EWG in July.

#### **6. Tourism report – To discuss the information provided and how this could feed into any work of the EWG**

KO shared the latest tourism report for Totnes produced by The South West Research Company using data derived using the Cambridge Model. The report indicated that in 2024 there were an estimated 29,000 staying visitor trips to Totnes and £33.5 million in direct visitor spend. Current marketing efforts by Visit Totnes target day visitors, with map and guide distributed locally and regionally, but the group considered expanding outreach to attract longer-stay visitors from further afield.

KO updated members on the changes being made to the Visit Totnes website which now allows all local businesses to have a page, improving SEO (search engine optimisation) and providing comprehensive information for visitors, regardless of business size or financial capacity.

**ACTION –** Add tourism as an agenda item to next meeting for members to discuss further.

#### **7. “Shop and Stroll 2027” – Brief update**

It was noted that there will be a pre-election period from the end of March 2027 until the elections in May so planning for this event will need to take this into consideration when building a timeline for the event including announcements and business liaison.

Members are still keen to trial a road closure this year, with the suggestion of implementing one for the Heritage Festival in September. This could be used as a pilot for the Shop & Stroll dates in August 2027, and gain feedback from businesses. Members discussed the importance of encouraging businesses to get involved with the Heritage Festival if possible, and taking advantage of the closed road by utilizing their space outside of their shops.

**ACTION –** KO to discuss with Catherine the possibility of road closure for Heritage.

**ACTION –** KO to organize further meetings before the next EWG for Heritage Road Closure. [*Post-meeting note:* This idea has been discussed with the Heritage Festival organisers and via email with members of the Economy Working Group who are supportive. Potential contractors have been approached, with costs in the region of £2-2.5K to cover the documentation required for the road closure, signage, physical barriers and stewarding of the four hour road closure. Officer time will also be required. The Town Matters Committee is asked to consider if it supports a road

closure for the Heritage Festival in September 2026 and make a recommendation to Full Council.]  
ACTION – KO to create a timeline for the Shop & Stroll event taking into account the pre-election period in April.

**8. The Narrows – Brief update on actions from previous meeting.**

Owners of buildings in the Narrows have agreed to strength testing of eye hooks, with [REDACTED] approached for assessment and costs expected to be higher than previous years. After strength testing, a meeting will be arranged with the Narrows community to assign responsibilities for design and printing, ensuring the final proposal meets council standards.

ACTION – KO to share with members costings for strength testing of existing eye bolts to approve.

**9. Next Meeting – 14<sup>th</sup> July 6pm**

c. Environment and Public Realm Working Group

**Recommendations:**

4 – Biodiveristy Net Gain. To **RECOMMEND** to the Town Matters Committee that Transition Town Totnes is consulted about using Castle Meadow for a 30 x 30 trial project.

**DRAFT Environment and Public Realm Working Group Notes from 27<sup>th</sup> May 2026**

Present: Cllrs Auletta, Cooper, Hodgson and Robshaw

**1. To appoint a chair and deputy.**

Cllr Hodgson was elected Chair, and Cllr Robshaw as deputy.

**2. To agree the notes of the last Working Group.**

The notes were **AGREED**. Follow up actions:

- 4 – Biodiveristy Net Gain. To **RECOMMEND** to the Town Matters Committee that Transition Town Totnes is consulted about using Castle Meadow for a 30 x 30 trial project.
- Graffiti – item on the next agenda about getting permission to take action.
- Wills Display – this will go to Town Matters for consideration.

**3. Public Realm (PRD2).**

**a. Signage – to consider adding a fingerpost in the Civic Square for Leechwell Gardens.**

To **RECOMMEND** to the Council Matters Committee that a fingerpost is purchased for installation in the Civic Square directing to Leechwell Gardens. Costs have been requested but are not yet confirmed. [*Officer note post-meeting: costs from between £160 to replace vinyls only to £300 for a new ‘finger’ plus artwork costs*].

**b. Road Warden Scheme – to consider whether the Council should sign up for the new road warden scheme to enable access to free training for the town maintenance team.**

To **RECOMMEND** to the Council Matters Committee that the Council signs up to the Community Protocol to enable training opportunities for the maintenance team; and that it promotes volunteer opportunities for the community.

**c. Cemetery – update on grounds maintenance contract and fly tipping.**

The Officer gave an update that: the current maintenance contractor had given notice to terminate the contract, effective 1<sup>st</sup> Sep 26; box blight has killed five shrubs which will be removed after the bird nesting season comes to an end; problems of fly tipping from residents into the cemetery (garden waste and shed materials) and these properties will be written to; chapel window boxed in due to masonry concerns – to be discussed at the next meeting; and the main metal gates are being stripped ready for painting.

**4. AQMA. To consider the Traffic and Transport Steering Group note to ‘Ask the Environment and Public realm working group to take on a review of air and noise pollution.’**

It was **AGREED** to invite the SHDC Environmental Health team to the next Working Group to discuss air quality and emissions (roads, the industrial estate, domestic wood burning), what monitoring is being undertaken and what it is possible to do.

**5. Community Grant Applications.**

To **RECOMMEND** to the Council Matters Committee the following:

- Leechwell Garden Association – that £1,000 is awarded to facilitate volunteer sessions and garden maintenance.

- #LoveCastleSt – that £300 is awarded on the condition that: the gardening is carried out with the permission of the landowner; and that receipts for the £300 are presented to the Council.
- Rewylding – not recommended for funding as the main project is outside of the Totnes Parish Boundary.

**6. Budget.** To review the Environment and Public Realm budget expenditure.

Noted.

**7. Delivery Plan Review**

PRD2.D – neither location (the Pavilions and near the Skate Park) are suitable, so an alternative needs to be found.

PRD8.A – project should go from amber to red for Vehicle Activated Signage as information is still required.

PDR8.B – project should go from amber to yellow as school travel plans have been received.

PRD8.C – Totnes welcomes careful drivers – put on next agenda (and officer to liaise with highways neighbourhood officer about the installation and cost of signs in advance).

EPR01.3 – OSSRW – change from amber to yellow.

EPR01.5 and EPR01.6 – projects assessed as yellow (currently no progress status).

EPR02.1 - project should go from amber to yellow as Conservation Area Appraisal and Management Plan is underway. Officer to liaise with SHDC officer on timeline for approval.

EPR02.2 – update narrative as Heritage Cluster meetings are taking place and Heritage Festival in 2026.

EPR04 – Climate and Ecological Emergency. Agenda item for next meeting to discuss the Council funding a screening of the ‘People’s Emergency’ (either in the Civic Hall or Totnes Cinema).

**8. Note the date of the next meeting.**

4.30pm on Wednesday 15<sup>th</sup> July 2026 in the Guildhall and 16<sup>th</sup> September 2026.

## ITEM 5 – RENAMING COLEBROOK COTTAGES MILL LANE

Extracts from an email received from a member of the public (not a resident of the area concerned) requesting Town Council support for a change of road name:

“Following the significant clearance and beautifying of the lane that runs alongside Morrisons and Colebrook Cottages (currently labelled 'Colebrook Cottages'), I am keen that the lane be given its correct and original name of **Mill Lane** (it seems incongruous to call a lane "Colebrook Cottages"! ). I attach a few photos of the lane which I obtained from the Image Bank [Officer note – all three images have 'Mill Lane' as their title but there is no image showing road signage for this name] . They are clearly labelled Mill Lane. They pre-date the construction of Coronation Road - which cut across the lane. Whilst the original label "Mill Lane" remains at the Fore Street end of it (by the chippy), the other part of the lane was left unlabelled, until the 'Colebrook Cottages' sign was positioned at the Morrisons end of the lane.

I have told the residents that there is a possibility that their address might change to No 1/2/3/4, Colebrook Cottages, Mill Lane, TOTNES TQ9 5DH, and there has been no objection to this. Their post code will not change.

I am trying to persuade the District Council to re-instate the original, correct name of the lane, but, whilst they have not said no, there seems some reluctance to give it the green light...”

*Officer Note:* This is not the first request that the Town Council has received to help in the renaming of a street in Totnes and it is a complex process – the Town Council may indicate whether it is supportive of the change or not, but collecting of the required signatures and payment of the fee has a resource implication that needs to be considered. South Hams District Council has authority for the renaming of streets and sets out the advice on how to do so on its website, see below:

**How do I apply?** There is a fee of £40 per property. All proposals must be accompanied by a:

- site location plan indicating the full length of the street to be re-named or numbered or re-numbered,
- evidence (such as names and signatures) that at least two -thirds of affected residents agree to the change.

**Why re-name or re-number streets?** Rarely the [District] council may decide that in order to improve the delivery of mail and the routing of emergency services, a street needs to be renamed, or renumbered. We will only do this after consultation with the owners of the affected properties and will always give one month's notice in writing as detailed below. In these circumstances all costs associated with providing and erecting street nameplates will be met by us.

The Royal Mail may also approach us where they believe there is an operational necessity to make changes to addresses. We will only make such changes where we believe there is a need, and after consultation with the residents/owners of the properties affected.

Finally, applications for a name change can be made through the relevant town or parish council. Requests will only be considered if there is evidence that at least two thirds of the affected residents agree to the proposed change. If you would like to change your street name, you should contact your parish or town council in the first instance.

**What the council can do**

- Rename an existing street
- Name a street that was previously un-named
- Introduce a numbering scheme on a street that is currently not numbered
- Re-number the properties on an existing street.

**What happens next?**

- If the proposal is approved a Notice will be erected on site and lodged with the Clerk to the Justices for one month whereby objections to the proposal can be received
- After consideration a decision will be made on whether to approve the proposal using delegated Authority by the Head of Planning, Economy and Community
- Once approved we will liaise with the Royal Mail. The Royal Mail may issue a new postcode for the street
- We will advise the residents/owners of their new official postal address, as well as all other relevant Authorities including the Emergency Services, Royal Mail and council departments such as Council Tax and Elections

## ITEM 6 – LAMP FOR PEACE AND UNICEF CHILDREN’S DAY

The Town Council is able to programme the colours and effects of the lights wrapped in five trees on The Plains, which ordinarily form part of the Christmas lights offer. Two events have come up which the Town Matters Committee is asked to consider whether the Council wishes to support through the illumination of these trees (and associated communications on social media and the Town Council website about the lighting):

### a. Lamp for Peace, 11<sup>th</sup> November 2026

The Town Council has received information about participating in the lighting of a ‘Lamp for Peace’ on 11<sup>th</sup> November 2026. The ‘Lamp Light of Peace’ is a national and international commemoration initiative that unites communities through a simple, shared act of remembrance. Its primary aims are to honour the sacrifices made during World War I, World War II, and other conflicts, and to promote everlasting world peace. For more information see <https://www.lamplightofpeace.com/>

With no prominent area to display such a lamp (which would also need to be purchased), an alternative would be to use the trees on The Plains. The trees could be lit red for Remembrance or find/create a flame effect, and officers understand that effects are often available for commemorative events (for example poppies) which can be investigated.

### b. UNICEF World Children’s Day, 20<sup>th</sup> November 2026

**World Children’s Day** is UNICEF’s global day of action for children, by children, marking the adoption of the [Convention on the Rights of the Child](#) on 20<sup>th</sup> November 2026. The Convention on the Rights of the Child says childhood is separate from adulthood, and lasts until 18; it is a special, protected time, in which children must be allowed to grow, learn, play, develop and flourish with dignity. It is an opportunity to mark this day and also mark those children at home and internationally who:

- continue to suffer violations of their rights when they are denied adequate healthcare, nutrition, education and protection from violence.
- are forced to leave school, do hazardous work, get married, fight in wars or are locked up in adult prisons.
- Face global changes, like the rise of digital technology, environmental change, prolonged conflict and mass migration are completely changing childhood.

In previous years, building in many international cities have been lit in UNICEF blue to support the day, and this could be achieved by lighting the trees pale blue. Such an act would remember children affected by all global conflicts.

## ITEM 7 – LICENSING APPLICATION

The following email has been received from South Hams District Council Licensing section:

We have received a new application to a premises licence from Mr Kwong of The Ruby Chinese Takeaway at 5 Christina Parade, Totnes, TQ9 5UU. The variation application is for:

- Supply of Alcohol Off the premises Wednesday to Monday 16:30-22:00.

Representations must be received NO LATER than 9 July 2026.

## ITEM 8 - POTENTIAL LICENSING OF EXTERNAL AREAS OUTSIDE SHOPS 1-4 CIVIC HALL

The following email has been received from South Hams District Council (SHDC), and at this stage SHDC are asking for an informal indication from Totnes Town Council in relation to the request in principle. This arrangement would formalise the practice that is already occurring in some cases.

“SHDC are writing to advise we have received a request from Shops 1 – 4 Civic Hall to obtain licences for the use of the space directly outside the shops for sales of goods. The licence would be for non-market days only to allow the Markets team full control of the space on market days.

I have attached a map of the areas we hope to offer for licence to the tenants of Civic Hall shops. These are marked as pitches 31 – 34 inclusive.

Please would TTC let us know if they have any queries or concerns that may affect the decision on whether we can facilitate this request. All requests will be dealt with subject to planning consent being granted and this is something we will ask the tenants to obtain separately via the Planning department at SHDC.”

