



AGENDA FOR THE TOWN MATTERS COMMITTEE

MONDAY 27TH JULY 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 27th July 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. CONFIRMATION OF MINUTES

To approve the minutes of 22nd June 2026 and update on any matters arising. Document attached [page 3].

3. STRATEGY DELIVERY WORKING GROUPS

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

- a. Community Working Group, 29th June (document attached, page 7).
- b. Economy Working Group, 14th July 2026 (document attached, page 9).
- c. Environment and Public Realm Working Group, 15th July 2026 (document attached, page 11).

4. COUNCIL AWARDS

To consider the current Council Awards policy and whether changes should be made for 2027.
Document attached [page 14].

5. WILLS PROJECT

To consider potential locations for the Wills project display in the Guildhall to inform planning pre-application engagement by the Heritage Trust. Document attached [page 15].

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 (standing item). No document.

7. LINK COUNCILLOR REPORTS

To consider link councillor reports from Committee members. Verbal update.

8. DATE OF NEXT MEETING

To note the date of the next meeting of the Town Matters Committee – Monday 28th September 2026 at 6.30pm.

Sara Halliday
Governance and Projects Manager
22nd July 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.

ITEM 2 – CONFIRMATION OF MINUTES



DRAFT MINUTES FOR THE TOWN MATTERS COMMITTEE MONDAY 22ND JUNE 2026 IN THE GUILDHALL

Present: Councillors L Auletta (Chair), C Beavis, S Collinson (from 1840), J Cummings (Chair), D Peters, A Presswell, E Price and T Robshaw.

Apologies: Councillors Chinnock and Robert.

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

The apologies were accepted.

PUBLIC QUESTION TIME

There were no members of the public present.

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);

To **RECOMMEND** to Full Council that Cllr Roberts is the Chair of the Town Matters Committee for 2026/27.

b. Elect a deputy chair for the Committee (with immediate effect).

Cllr Auletta was elected as Deputy Chair of the Town Matters Committee for 2026/27 and took over as chair for the remainder of the meeting.

3. CONFIRMATION OF MINUTES

To approve the minutes of 23rd March 2026 and update on any matters arising.

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

Item 3. Environment and Public Realm Working Group.

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

b. Castle Meadow – It was **RESOLVED** unanimously 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
- The Council responds to the resident to say that: the barbed wire will be removed; direct access to the meadow via a gate or stile cannot be agreed to due to health and safety concerns; and if they wish to erect a fence inside their boundary line then we advise them to follow any planning permissions required for works in a conservation area (SHDC will be able to advise).

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

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

Item 4. Public-facing Emergency Plan – It was **RESOLVED** unanimously to adopt the public-facing emergency plan, with Council communications used (website, social media, Totnes Directory ‘Totnes Matters’ article) to publicise the plan.

Item 5. Climate National Emergency Plan-Based Council – It was **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.

Cllr Peters raised concerns about this policy and it was **AGREED** that it would be reviewed by the Committee after six months, with Cllr Peters providing information about local agriculture production.

4. STRATEGY DELIVERY GROUP AND WORKING GROUP

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

a. Community Working Group, 14th April and 20th May 2026.

Noted. No recommendations to consider.

b. Economy Working Group, 8th April and 19th May 2026.

Noted. Heritage Festival Road Closure – the benefits and cost of a road closure was discussed, and it was agreed that this trial will help inform the ‘Shop and Stroll’ proposal. To **RECOMMEND** to Full Council that:

- it supports and funds a road closure for the Heritage Festival on 19th September 2026, timings to be confirmed; and
- the Town Council collects feedback from the whole community (market traders, businesses/Business Forum, visitors/members of the public) of their experience on the day, with the Economy Working Group to draw up suitable questions to gather the data required to inform the Shop and Stroll project.

Shop and Stroll – it was **AGREED** to defer discussion of the ‘Shop and Stroll’ proposal until the September 2026 meeting when feedback from the Heritage Festival road closure is available to help inform discussion.

c. Environment and Public Realm Working Group, 28th May 2026.

Noted. Castle Meadow – To **RECOMMEND** to Full Council that Transition Town Totnes is consulted and offered a trial area in Castle Meadow (in a suitable location) for the 30x30 project.

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.

It was **AGREED** that Cllr Robshaw will discuss this with the Totnes Trust, suggesting that if they wish to pursue the renaming of the area then they need to follow the advice as set out on the South Hams District Council (SHDC) website to: obtain the written confirmation of resident’s consent; be prepared to pay the required fees; and then bring the question, with written evidence from householders, back to the Town Council to consider. The Officer will respond to the email enquiry with the same advice.

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.

To **RECOMMEND** to Full Council that it uses the lights in the trees on The Plains, alongside social media posts to communicate the reason for the lights on the day or day before the date, for the following events:

- Totnes Pride, 26/27th September 2026 (colour: rainbow)
- Lamp for Peace, 11th November 2026 (colour: red or a flame effect)
- UNICEF World Children’s Day, 20th November 2026 (colour: pale blue)
- International Disability Day 3rd December 2026 (colour: purple)
- For the November 2026 events, invite the local schools to draw doves that can be hung in the trees by the Town Council as a way of engaging and educating local children on the significance of these events.

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.

To **RECOMMEND** to Full Council that the licence application is supported.

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.

The Committee **AGREED** in principle with the request for use of the external space under the Civic Hall as identified on the plan provided, to support the shops at 1-4 Civic Hall.

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 including an update on the greenways map (standing item).

There were no updates.

10. LINK COUNCILLOR REPORTS

To consider link councillor reports from Committee members.

Cllrs Collinson and Peters updated on a meeting held as part of the Dart Harbour Port Masterplan consultation, which is ambitious but sets out the potential of the river area. In relation to Totnes specifically: it was felt that the river could be made more of in the town; there is a level of deprivation in Bridgetown near the river that could support regeneration funding and environmental education for young people; introduction of small pontoons to provide small boats coming up river a place to moor up and go into the town; aiming for high environmental conditions on the river, for example the Dart swim will begin in Stoke Gabriel this year due to water quality on Totnes.

Cllr Robshaw left the meeting at 7.50pm.

11. DATE OF NEXT MEETING

To note the date of the next meeting of the Town Matters Committee – Monday 27th July 2026 at 6.30pm.

Noted. Cllr Collinson gave her and Cllr Chinnock's apologies for the July meeting.

The meeting closed at 7.53pm.

S Halliday
Governance and Projects Manager
June 2026

ITEM 3 – STRATEGY DELIVERY WORKING GROUPS

3a. Community Working Group Notes – Monday 29th June 2026

No recommendations for the Town Matters Committee.

1. Attendance/apologies

Attendees: Cllrs Bennett, Collinson, Presswell and Robshaw

Present: Town Clerk, Cllr Beavis

Apologies: Cllrs Trant, Hannam and Chinnock

2. Matters arising from the notes of the last meeting

The budget was discussed. The original budget agreed at the start of the year included £10,000 for additional Christmas lighting. It was unanimously **RECOMMENDED** to Council Matters that this budget be reallocated to Community Grants and the Christmas Light Switch On event (£700 added to the CLSO budget, £7000 additional grants), considering oversubscription of grants and rising costs in event management. It was noted that £2300 of the £10,000 is already reallocated for the Christmas Lantern Parade.

It was **noted** that the process for smaller grants awards needs to be reviewed for the 2027/28 financial year onwards, in discussion with Devon Community Foundation and as part of the precept and budget setting process. The current process is unbalanced and taking significant staffing resources.

Community Budget Current	
Newsletter, publicity, Annual meeting	2500
Defibrillator Pads and batteries	500
New Town Lighting	7700
Christmas Lantern Parade	2300
Bunting	3000
Community Grants	5000
TOTAL	21000

Community Budget Proposed	
Newsletter, publicity, Annual meeting	2500
Defibrillator Pads and batteries	500
Christmas Light Switch On additional	700
Additional Community Grant allocation	7000
Christmas Lantern Parade	2300
Bunting	3000
Community Grants	5000
TOTAL	21000

3. Community Grant applications:

Submitted grant applications were discussed at length.

It was unanimously **RECOMMENDED** to Council Matters to award as follows:

Applicant	Details	Request	PROPOSED	Notes
United Free Church	Baby and Toddler equipment and toys for new play area	£500	£500	
Individual hosting at United Free Church	Pilot youth group, including development of youth council	£250	£250	
Jamming Station	Safe Sounds: Safeguarding, accessibility and SEND work	£1,000	£1,000	
Care in Community	CQC registration fee	£1,000	£0	Clerk to engage with applicant
Dartington Recreation Centre	To support the fundraising Extravaganza event	£500	£500	
The Mansion	Free events for families and children	£850	£850	
SASHA	Ongoing support for vulnerable women and children	£1,000	£1,000	
Playground Arts CiC (Mansion project)	Unwiped: intergenerational cultural/arts project - wellbeing and SEND support	£990	£660	Clerk to ask for budget breakdown
Totnes Bike Hub	Tea and Tinkering - mental health support	£1,000	£1,000	
Tony Gee (Telling Tales)	Story telling, arts and cultural project with heritage links	£600	£600	
		TOTAL	£6,360	

Please **note** that if the reallocation of budget and these awards are agreed, there is £2085 remaining in the Community Grants budget, to be held in reserve as a contingency for the remainder of the financial year. The total awards given this year under Community so far would be £9915.

ACTIONS: Clerk to engage with Care in Community on future opportunities and other external grant opportunities, and to get further budgetary information from Playground Arts CiC.

4. To consider closing of and comms around Community Working Group grant applications. It was **AGREED** to close the Community Grants application process at this time given the huge oversubscription on the original budget and the want to retain a contingency for the remainder of the financial year.

ACTION: Clerk to issue email and social updates in relation to just Community based grants, Economy and Environment Working Groups still have unallocated budget for future awards.

5. An update on the Devon Community Foundation work – verbal update
Noted.

6. An update on Strategic Funding – verbal update
Noted.

7. To note the three community assets/buildings/ACV's in town:

- a. Kingsbridge Inn
- b. KEVICC Lower Field
- c. Laura House

Noted.

8. To consider the date of the next meeting

Suggested Tuesday 1st September at 6pm, Guildhall Offices Meeting Room.

3b. Economy Working Group MINUTES 14th July 2026

No recommendations for the Town Matters Committee.

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

1. Notes from last meeting (5 min)

Cycling Event: Cllr Roberts updated members on the meeting with British Cycling and their ideas for an event which would require road closures and significant coordination, making it a complex undertaking for the group given current commitments.

The group agreed that unless external parties express a desire to organise the event themselves, the council should not take the lead and the action was deprioritised.

Tourism: Members noted that changes are expected when a new council role is introduced in September or October, and a meeting to discuss Tourism will help prepare for this transition.
Proposed date: 11th August at 4pm (immediately before the CEP meeting. Invites to be sent)

EAT: Totnes: Members agreed to postpone discussion regarding the Eat: Festivals request for sponsorship for 2027 until next year and suggested that they be advised to apply for a Community Small Grant when the time comes.

2. Bridge Feasibility update – Cllr Auletta (10 min)

Safety Audit has now gone out to tender. One consultant has responded with a quote but specified that the safety audit cannot be done until October, which may not be the best time due to the season. Waiting to hear from other companies with quotes to make a comparison. Department for Transport (DfT) has launched a Connectivity Tool which will provide data on how well different places are connected by transport. Although it doesn't consider various nuances such as frequency of public transport, it would be a good tool for members to familiarise themselves with.

ACTION – Cllr Auletta to share links to the DfT Connectivity tool, and a further update on bridge feasibility will be added to the next EWG agenda.

3. CEP update – Cllr Roberts (10 min)

Cllr Roberts updated members on the CEP meeting. All project leads have been allocated. Members noted that the Business Forum has had some trouble with getting themselves set up as a CIC and other administrative issues. Website is now up and running and members are invited to sign up to their mailing list.

The Business Expo, now scheduled for 12 November, requires active involvement from the

Business Forum, and the group discussed including the event into the regular agenda to ensure continued focus from TTC.

Suggestion that SHDC could coordinate a list of benefits that the Business Forum could use as part of their memberships as a way to get more businesses involved and on board.

Cllr Chinnock raised the treatment of young people in the workplace, and it was suggested that the BF could develop a charter of good practice for its members to tackle this issue. This could fall in line with the current Young Persons survey which has recently been sent out to young people in Totnes.

ACTION – KO to reach out to the BF to organise a meeting to discuss their upcoming plans.

ACTION – Cllr Chinnock to send young persons survey to Inclusive Totnes for their young people to take part in.

4. River utilisation and inclusion in economic / CEP outcomes (15 min)

The subject of regeneration of the area alongside the river was discussed at a Dart Harbour meeting with SHDC with question of why it was not included in the CEP. KO informed members that only 6 participants of the survey mentioned the regeneration of the areas around the river for businesses which was why it had not made it through to the project plans for the CEP.

Members are interested in what SHDC may have plans for the area, and would like to remain consulted on any changes being made.

The cleanliness of the river was also discussed which is an action as part of the CEP under Environment and Public Realm.

ACTION – KO to arrange a meeting with [REDACTED] and [REDACTED] to discuss the SHDC plans for the regeneration of the river.

5. Dart Solar Ferry – is this a project TTC would like to support? (10 min)

Members discussed a new project which is being led by local man [REDACTED], to create a solar powered riverboat for people to enjoy nature and use as a mode of transport along the River Dart to other towns. Members were keen to find out more about the project and whether this could be utilised as a waterside taxi service.

ACTION – KO to find out more information from [REDACTED] and share with the group.

6. Narrows – costs sent to members for consideration. (10 min)

Quote for the replacement and strength testing of the eyebolts in the Narrows was shared with members with the intention of a banner welcoming people to that area of town being produced. A further meeting with the Narrows to be held to share this further update and to get them on board with organising the design and print of a banner with oversight from TTC at all stages, and for final sign off.

Members **AGREED** for the cost of the replacement / strength testing of the eyebolts to come from the Town Centre Enhancements Budget once it has been agreed for the Narrows to take on responsibility for design and production.

ACTION – KO to arrange a meeting with the Narrows businesses to update them on the banner.

7. Car parking in Totnes – Do members wish to proceed with further analysis or ideas to promote the underutilised car parks. (15 min)

Members reviewed car parking data noting missing data for one year. AI was used to analyse existing data, which confirmed that central car parks are consistently full while peripheral ones are underutilised.

South Hams District Council has introduced one-month, six-month, and twelve-month parking permits, but the pricing structure is inconsistent and not well publicised.

Poor signage was identified as a barrier to better use of peripheral car parks, and the group agreed to improve information on the Visit Totnes and council websites.

The group discussed how businesses could include parking permit information in employment packages and the importance of sharing this information through the Business Forum.

ACTION – KO to update TTC and VT website with parking permit information.

ACTION – KO to email SHDC to ask what their conclusion is to the data and if any changes would be made based on the evidence.

8. Heritage road closure update. (10 min)

Road closure application has been submitted to DCC with approval and payment pending.

Members agreed that consultation with businesses and residents should only happen once the road closure has been confirmed.

SHDC have confirmed that businesses can put out tables and chairs for the event, using the road closure as an opportunity to engage with visitors.

Members were informed that the expectation is for councillors to be present at the Heritage Festival in order to gain feedback from visitors.

██████████ from West Devon Emergency Group offered to manage the road closure for a suggested donation of £850, significantly less than the commercial quote, and the group **AGREED** to proceed with this option.

ACTION – KO to follow up with DCC for confirmation of the road closure.

ACTION – KO to send out ideas for collecting feedback.

ACTION – Catherine / KO to send out an email requesting members attend the Heritage Festival.

9. Pride festival update. (5 min)

The Pride Festival organisers acknowledged the council's support and expressed gratitude, with preparations for the event proceeding as planned. The group discussed ensuring the event is accessible and inclusive, with suggestions to coordinate with other local initiatives and maintain open communication.

Next meeting Wednesday 9th September 6pm

3c. Environment and Public Realm Working Group Notes from 15th July 2026

No recommendations for the Town Matters Committee.

Present: Cllrs Hodgson (Chair), Auletta, Cooper, Peters and Robshaw.

Apologies: Cllrs Cummings and Collinson

Also Present: [REDACTED] from Transition Town Totnes and Sara Halliday (Governance and Projects Manager)

1. To agree the notes of the last Working Group.

The notes were **AGREED**.

2. Strategic Plan Objectives. To consider the following:

a. PRD4.C: Castle Meadow – the Transition Town Totnes representative attended to discuss the potential location and requirements for a trial area in Castle Meadow for the 30x30 project and set out the work required (in September/early October grass cut short before scarifying and seeding the area, followed by a 6" cut and plug planting in March). Discussions considered factors for potential sites such as: being away from dog walkers and main path to avoid damage; visibility to the public; signage, to explain the project; shading; and the need to accommodate wider maintenance in the meadow.

Due to timing being important for a successful start to the project, it was **AGREED**:

- To **RECOMMEND** to the Council Matters Committee that up to £2000 is allocated for this project from the Environment and Public Realm budget (town centre improvements);
- That TTT representative and the TTC Officer will meet on site to identify potential locations and the size of the test area which will be circulated to the members of working group by email for agreement before Council Matters in September;
- That TTT will come back to the Town Council with costings for the project (scarifying, seeds, plug plants); and
- That if required due to dry conditions in March, the Town Maintenance Team will help to make the water bowser available to TTT for watering.

b. PRD8: Totnes Welcomes Careful Drivers Signage – There was discussion of repositioning the Fairtrade Town signs to locations where traffic is waiting (for example, near various traffic lights), as this could be an option to avoid the DCC Highways advice of not overloading the 'Welcome' signs with information for drivers.

it was **AGREED** that the Officer would compile images of the five entry point signs for Totnes from Streetview to confirm where the signs are, what the style of signs is and the information each sign contains, and to bring the item back to the September meeting.

c. EPR04: Climate and Ecological Emergency – It was **AGREED** to go back to the cinema to see what the costs (licence fee and overheads) would be if the Town Council requested the screening of the film at their venue (given the benefits of the cinema for hosting the post-film question and answer session) and to bring this information back to the September meeting. Timing would be from November onwards (and not on a Monday evening to enable Cllrs to attend).

d. PRD3A: Town Maintenance – Cllr Peters updated that a meeting is to be held with local police next week and he will raise the problem of graffiti around the town. Cllrs commented that the problem of graffiti makes the town look tatty, with the fence behind the bowls club, Mill Lane, Eastgate and a number of utilities boxes of particular concern. The Officer raised the issue of the volume of work that this will create for the town maintenance team, not only in the removal of graffiti on private properties but also obtaining approvals for the Council to take action.

To **RECOMMEND** to the Council Matters Committee that the Council takes action on graffiti through:

- Officers seeking approval from all utilities companies to be able to clean up their graffitied boxes; and producing a template note that the Town Maintenance Team can put through letter boxes of properties in prominent locations in the town seeking permission to put right the graffiti, preferably with the property providing the paint that matches the existing; and
- The Town Maintenance Team (if permissions are given) removes graffiti from utilities boxes, and on private properties in prominent locations or where the graffiti is racial or political in content.

It was **AGREED** that the Officer would contact the Duke of Somerset's Estate Office to see if they have the paint used on Eastgate in order to cover graffiti which would stop the patching effect of contrast coloured paint being used, given the prominence of this building in the town.

3. Cemetery/Castle Meadow – To **RECOMMEND** to the Council Matters Committee that the grounds maintenance specification is adopted as drafted to be able to go to tender this autumn.

4. Community Grant Applications. – To **RECOMMEND** to the Council Matters Committee that the Living Projects 'Grow Share' application is rejected as the project is based in Dartington and therefore does not conform with the policy requirement of being based within the Totnes parish boundary. It is suggested that they approach Dartington Parish Council for funding.

It was **AGREED** to ask for further detail on the Totnes Trust – Town Mill garden area application and bring it back to the September meeting:

- Who will have primary use of the garden?
- Will there be any direct public access to the garden during the daytime?
- Is consideration being given to shade sails in the area?

5. Budget.

Noted.

6. Delivery Plan Review

Noted.

Cllrs raised: interactions with the foundry, which will be discussed with SHDC Environmental Health in September; and whether the Council should be promoting cool spaces in the town during hot weather (similar to the warm spaces in the winter) and potential locations for shade sails. It was **AGREED** to put a post on the TTC website and social media to highlight the Guildhall opening times, St Mary's Church, the Shady Garden and Totnes Library.

7. Note the date of the next meetings – proposed 4.30pm on Wednesday 16th September 2026 in the Guildhall and 18th November 2026.

Noted.

Meeting closed at 6.50pm.

S Halliday

Governance and Projects Manager

ITEM 4 – COUNCIL AWARDS

At the April Full Council it was resolved that the Town Matters Committee would review the Community Award policy and concept for 2027. The Committee is asked to consider if and how it wishes to recognise voluntary work in the town going forward and to make a recommendation to Full Council so that the extant policy can be revised.

Background. In March 2022 Totnes Town Council launched its Community Award scheme to recognise the efforts of individuals, later extended to groups, who volunteer their time to help or enrich the lives of others in the community. At the time, some Cllrs felt that such a scheme could potentially be divisive when there are so many people giving their time to the community in the town, and this has been a recurring comment each year. Assessing the nominations is complex, particularly given the differing levels of detail provided in the nominations received and personal knowledge (or not) of those who have been nominated.

In the course of discussion about the awards process in March 2026, the Town Matters Committee put forward the following ideas to recognise individual and community groups:

- Council recognition should be celebratory of all efforts of people in the town, perhaps through the form of an event e.g. something like the Guildhall Volunteers afternoon tea.
- Format needs to be a more inclusive way of recognising people.
- The Community Audit highlighted the range of good work and people involved in volunteering in the town.
- Website page for 'Community Champions' with a photo and interview [*Officer note*: this would require a down selection process to decide who was featured which could present the same problems as the existing format].

Officer Note: On discussion with the Town Clerk, it is proposed that the Judy Westacott Award for lifetime achievement is retained along with the Honorary Freeman award. Applications for the latter are ad hoc, have an element of budgetary responsibility attached to them and are given out sparingly. The Judy Westacott Award could be considered where an individual has a history of public service to the town but has not met the high threshold set to become an honorary freeman.

ITEM 5 – WILLS PROJECT

The Heritage Trust has requested that the Town Council submits a listed building consent pre-application to enable early engagement with the South Hams District Council Heritage Officer about the proposed Wills project display in the Guildhall. The Heritage Trust will prepare the application but the Town Council will submit it (as there is then no fee incurred).

At this stage there is no preliminary design or mock up of what the display might look like, information that it may contain or the materials that it could be made from. The Heritage Trust are keen to know what might be possible in terms of fixings and locations inside the Guildhall before proceeding.

Officer Note: Full Council has resolved to support the Wills project and housing a display within the Guildhall on the condition that the Council has sight of the final content. To inform the pre-application process, the Town Matters Committee is asked to consider the most suitable locations for such a display within the Guildhall alongside the building's other uses as a functioning meeting place of the Town Council and as an increasingly popular wedding venue. Points to consider might include:

- Location – currently there is a display of various pieces of information at the top of the stairs before the door into the Council chamber, which can present a bottle neck of people reading material and wanting to use the stair case at busy times. Alternative locations for the display could be in the women's cell where there is plenty of space alongside the current display.
- Fixings – depending on the location, the display could potentially be free-standing rather than being fixed to the fabric of the building. This would also give the Heritage Trust the ability to use the display elsewhere should they ever wish to do so (for example, on an anniversary of the expedition or other significant event).