DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 7TH SEPTEMBER 2026 IN THE GUILDHALL

Present: Councillors T Bennett (Mayor and Chair), L Auletta, C Beavis, J Chinnock, S Collinson, T Cooper, J Cummings, J Hannam, J Hodgson, A Presswell, E Price, T Robshaw and M Trant.

Apologies: Cllrs Peters, Roberts and Smallridge, and District Cllr Birch.

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

1. WELCOME TO ALL ATTENDING AND OBSERVING

2. APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS
To receive apologies and to confirm that any absence has the approval of the Council. The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.
It was **RESOLVED** to accept the apologies. Declarations of interests were made at the beginning of the relevant agenda item.

The Committee will adjourn for the following items:

Reports from County and District Councillors.
a. County Cllr Hodgson
b. District Cllr Allen
c. District Cllr Birch
d. District Cllr Presswell

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

a. County Cllr (C Cllr) Hodgson had submitted a report and gave a verbal update on: rural deprivation work; GWR timetable changes to avoid cancellations; the Asian hornet risk and how to report sightings; traffic calming and safety measures planned for outside t John's Primary School following accidents; and the date of the next screening of the People's Emergency Briefing.

b. District Cllr Allen had not submitted a report and updated on: announcement of the pause and review of the Government's recent Local Government Reorganisation announcement for Devon; and the condition and access on the Civic Square, asking Cllrs to report any issues to her.

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

d. District Cllr Presswell had not submitted a report and updated on: a briefing being held at St

Johns Church about services at Torbay Hospital; Hackney licencing fares will be increasing by approximately 15 percent; and South Hams District Council will take a more active role in animal licencing in the future.

The Council reconvened.

3. CONFIRMATION OF MINUTES

To approve and sign the minutes of the following Meeting:

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

a. Full Council 6th July 2026.

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

b. Extraordinary Full Council 10th August 2026.

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

To note the following minutes:

c. Council Matters Committee 13th July 2026.

Noted.

d. Planning Committee 20th July 2026.

Noted.

e. Town Matters Committee 27th July 2026.

Noted.

f. Planning Committee 17th August 2026.

Noted.

4. CONSIDERATION OF ANY MATTERS ARISING REQUIRING A DECISION

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 6th July 2026.

No matters arising.

b. Extraordinary Full Council 10th August 2026.

No matters arising.

c. Council Matters Committee 13th July 2026.

Item 7. Financial Regulations – It was **RESOLVED** that the Financial Regulations are adopted.

Item 9. Investment Strategy - It was **RESOLVED** that the revised Investment Strategy is adopted.

Item 10. Responsible and Safe Use of Artificial Intelligence Policy - It was **RESOLVED** that the revised Responsible and Safe Use of Artificial Intelligence Policy is adopted and reviewed on a 12-month basis.

d. Planning Committee 20th July 2026.
No recommendations (item 5 considered at the Extraordinary Full Council on 10th August 2026).

e. Town Matters Committee 27th July 2026.
Item 4. Council Awards - It was **RESOLVED** that:

- a celebratory event replaces the current individual and organisation awards (no change to the honorary freeman or Judy Westacott award); and
- the details are determined by the Community Working Group.

Item 5. Wills Project - It was **RESOLVED** that:

- it supports the submission of a pre-application for Listed Building Consent (with all necessary documents to be prepared by the Heritage Trust) to SHDC to determine what type of display is possible within the Guildhall;
- a Cllr is present at the site meeting with the SHDC Heritage Officer; and
- the preference is for any potential display to be housed in the current Women's Cell or ancillary areas to the main Guildhall and Council Chamber.

f. Planning Committee 17th August 2026.
Item 6. Local Plan Scoping Consultation – It was **RESOLVED** that the Council submits an email response to the South Hams District Council Local Plan Scoping Consultation rather than directly answer all Commonplace questions. It was **RESOLVED** that the text as circulated is submitted as part of the Local Plan Scoping Consultation. It was **RESOLVED** to give the Chairs of Planning and Governance and Projects Manager delegated authority to strengthen the wording around the adoption of Community Infrastructure Levy (CIL).

5. STRATEGIC PLAN QUARTERLY REPORT
To consider a quarterly report on the Strategic Plan progress.
Noted.

6. STRATEGIC FUNDING
To consider the applications for Strategic Funding for 2026.
Cllr Bennett declared a personal interest as Treasurer for Caring Town and Cllr Hodgson declared as personal interest as Chair of TRAYE.

It was **RESOLVED** by majority to make the following funding awards:

Community Organisation	Funding Awarded	Percentage of Funding Requested
Caring Town	£8,000	100%
Citizens Advice South Hams	£4,577	100%
Food in Community	£9,000	100%
Jamming Station	£8,000	80%
Stepping Stones	£2,500	50%
Totnes Caring	£8,000	100%
TRAYE (Totnes Rural Area Youth Engagement)	£12,000	100%
TOTAL	**£52,077**	

It was **RESOLVED** by majority to cover the £2,077 overspend on the £50,000 budget from underspend in the Community Working Group budget.

7. SOUTH HAMS HATOC CONSULTATION

To consider the following Traffic Regulation Amendment Order for 'no waiting at any time' at these locations (document attached):

a. Blackpost Lane
b. Follaton Bungalows (north side)
c. Follaton House Access Roads
d. Higher Westonfields
And:
e. limited waiting at Follaton Bungalows (south side).
f. Revoking a previous amendment order for Blackpost Lane no waiting at any time.

Cllr Hodgson declared an interest as a member of HATOC and abstained from voting.

It was **RESOLVED** to support the Traffic Regulation Order for 'no waiting at any times' in the locations outlined.

8. TORBAY LOCAL PLAN

To consider giving the Planning Committee delegated authority to respond to the Torbay Local Plan Regulation 19 Consultation (deadline for comments 24th September 2026).

It was **RESOLVED** unanimously to give the Planning Committee delegated responsibility to respond to the Torbay Local Plan consultation.

9. 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.

10. NEXT MEETING

To note the next meeting dates of Monday 5th October 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)*

11. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

None.

12. STAFF APPOINTMENT

To ratify the appointment of the Community Communications Officer (personal details).

It was **RESOLVED** unanimously to ratify the appointment of the Community Communications Officer.

13. GUILDHALL COTTAGE

To consider the quotes for professional fees (commercial).
It was **RESOLVED** unanimously to appoint B2 Architects to both write the Listed Building Consent and remedial works specification to allow quotes to be obtained.

14. TOTNES MUSEUM WORKS
To consider a report of works required at Totnes Museum (financial).
It was **RESOLVED** unanimously to:

- Approve the new lease arrangements and instruct solicitors.
- Approve obtaining specialist VAT advice.
- Approve appointing B2 Architects to prepare the Listed Building Consent applications, schedules and specifications.
- Approve the progression of the urgent conservation works programme as outlined.
- Approve an exception to financial regulations to allow the appointment of a specialist heritage contractor to undertake the works.
- Approve the total expected project cost of £135K, with a contribution from the Museum Trust by way of a grant. Discussion of funding the remaining overspend of approximately £12K will take place when final costings ae known.
- Grant the Clerk delegated authority to proceed.

The meeting closed at 9.00pm, with members agreeing to extend the length of the meeting to accommodate all business.

Cllr Tim Bennett
Chair