



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

Please note that public question time will be held prior to Full Council from 6.30pm.

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

You are hereby **SUMMONED** to attend a meeting of the Town Council, on **Monday 7th September 2026** at **7.00pm** for a maximum of 120 minutes the purpose of transacting the following business:

1. WELCOME TO ALL ATTENDING AND OBSERVING

The Chair will read out the following statement:

Welcome to everyone attending and observing the meeting.

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

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

2. APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS

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

The Committee will adjourn for the following items:

Reports from County and District Councillors:

- a. County Cllr Hodgson – document attached.
- b. District Cllr Allen – no document.
- c. District Cllr Birch – no document.
- d. District Cllr Presswell – no document.

The Council will convene to consider the following items:

3. CONFIRMATION OF MINUTES

To approve and sign the minutes of the following meeting:

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

- a. Full Council 6th July 2026 – document attached [page 4].
- b. Extraordinary Full Council 10th August 2026 – document attached [page 9].

To note the following minutes:

- c. Council Matters Committee 13th July 2026 – document attached [page 12].
- d. Planning Committee 20th July 2026 – document attached [page 16].
- e. Town Matters Committee 27th July 2026 – document attached [page 19].
- f. Planning Committee 17th August 2026 – document attached [page 22].

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 Confidential session) [page 25]

- a. Full Council 6th July.
- b. Full Council 10th August 2026.
- c. Council Matters Committee 12th July 2026.
- d. Planning Committee 20th July 2026.
- e. Town Matters Committee 27th July 2026.
- f. Planning Committee 17th August 2026.

5. STRATEGIC PLAN QUARTERLY REPORT

To consider a quarterly report on the Strategic Plan progress. Document attached [page 32].

6. STRATEGIC FUNDING

To consider the applications for Strategic Funding for 2026. Document attached [page 35].

7. SOUTH HAMS HATOC CONSULTATION

To consider the following Traffic Regulation Amendment Order for 'no waiting at any time' at these locations (document attached, page 60):

- 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.

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). No document.

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

To note a list of upcoming meeting dates and annual meetings calendar, Council communications points and link Councillor/Councillor representatives on outside bodies updates. Document attached [page 63].

10. NEXT MEETING

To note the next meeting date of Monday 5th October 2026, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

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

11. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item) hard copy documents provided

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

12. STAFF APPOINTMENT

To ratify the appointment of the Community Communications Officer (personal details). No document.

13. GUILDHALL COTTAGE

To consider the quotes for professional fees (commercial). Document attached.

14. TOTNES MUSEUM WORKS

To consider a report of works required at Totnes Museum (financial). Document attached.

Agenda produced by:

Catherine Marlton

Town Clerk

2nd September 2026

USE OF SOUND RECORDINGS AT COUNCIL & COMMITTEE MEETINGS

The open proceedings of this Meeting will be audio and video recorded. If members of the public make a representation, they will be deemed to have consented to being recorded. By entering the Council Chamber or Zoom meeting, attendees are also consenting to being recorded.

Televised, vision and sound recordings or live broadcastings by members of the press or public at Council or Committee debates are permitted and anyone wishing to do so is asked to inform the Chairman of the respective Committee of their intention to record proceedings.



DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL MONDAY 6TH JULY 2026 IN THE GUILDHALL

Present: Councillors T Bennett (Mayor and Chair), L Auletta, J Chinnock, S Collinson, T Cooper, J Cummings, J Hodgson, D Peters, A Presswell, L Smallridge and M Trant.

Apologies: Cllrs Beavis, Price, Roberts and Robshaw, and District Cllr Allen.

Not Present: Cllr Hannam.

In Attendance: Member of the public, District Councillor Birch, 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. Cllr Bennett updated a personal interest having become a Caring Town trustee.

The Committee will adjourn for the following items:

Reports from County and District Councillors.

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

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

a. County Cllr (C Cllr) Hodgson had not submitted a report and gave a verbal update on: impacts of the hot weather on the rail system meaning that services have not stopped in Totnes due to the slope; the proposed pedestrian crossing on Bridgetown Hill; the future of Rushbrook; the community composting project's search for a site; and attending the South West Net Zero Hub in Bristol. Cllrs raised concerns about: the social media reports about Devon Special Educational Needs and Disabilities (SEND) provision; and the gaps in the proposed 20mph scheme in Totnes.

b. District Cllr Allen had not submitted a report and was not present.

c. District Cllr Birch (DCllr) had submitted a report and updated that South Hams District Council (SHDC) now have an agreement in place with tenants and Totnes Renewable Energy Society (TRESOC) about the Steamer Quay units and solar panels. Cllrs asked about: reports of toilet/waste reports at Longmarsh car park; SHDC approaching a community group about the use of S106 funding for various project ideas, rather than consulting the Town Council elected members.

d. District Cllr Presswell had submitted a report and updated on: the GWR conference and the importance of continuing to building that relationship after their change in status, particularly in view of the recent hot weather interruption, services missing Totnes, and the need for the underpass to be progressed; and the new drop in mental health services due to start at the Town Mill.

The Council reconvened.

3. CLERK'S QUARTERLY REPORT

To note the Clerk's Quarterly Report for April – June 2026 (general updates and correspondence).

Noted

4. CONFIRMATION OF MINUTES

To approve and sign the minutes of the following Meeting:

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

a. Full Council 1st June 2026.

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

To note the following minutes:

b. Council Matters Committee 8th June 2026.

Noted.

c. Planning Committee 15th June 2026.

Noted.

d. Town Matters Committee 22nd June 2026.

Noted.

5. 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 1st June 2026.

No matters arising.

b. Council Matters Committee 8th June 2026.

Item 5. Council's Complaints Policy and Procedure – It was **RESOLVED** unanimously that the Complaints Policy and Procedure is adopted.

Item 6. Death of a Senior National Figure Protocol - It was **RESOLVED** unanimously that the Death of a Senior National Figure Protocol is adopted.

Item 7. Whistleblowing Policy - It was **RESOLVED** unanimously that the Whistleblowing Policy is adopted without the amendment to widen the remit to include Cllrs (following DALC advice).

c. Planning Committee 15th June 2026.

Item 5. Dart Harbour Port Masterplan Consultation - It was **RESOLVED** unanimously to respond to the Dart Harbour Port Masterplan Consultation with the following comments:

Totnes Waterfront:

- Redevelopment of Baltic Wharf – like the Dart Harbour Authority, the Council is also concerned about the reduction in marine employment space in the recent planning application.
- Exhibition/museum space on Steamer Quay – in principle the idea is supported subject to details on design and content if the idea is taken forward.
- Landing Moorings – the pontoons on the leat at Vire Island are supported.
- Longmarsh Pontoon – although this sits outside of the Totnes boundary, a pontoon at the south end of Longmarsh is not supported as it would negatively impact on the special view, tranquillity and wildlife provision in this area. A more appropriate location for consideration would be the basin near the Longmarsh car park.
- Saltmarsh – allocating the fields between the two bridges behind Rowsells Lane for salt marshes is supported.

Policies

- MP-U8 Liveaboard Vessels – the Council would not be adverse to this possibility if an appropriate location and facilities (water, foul water and refuse removal) could be found.
- MP-U13 and MP-U14 Personal Water Craft and New Technology – the Council is not supportive of business proposals for jet ski or small electric boat hire in Totnes as the river is: too narrow at this point; concerns about noise; jeopardises other river users; and disturbance to wildlife. The Dart Harbour Authority could consider identifying an area for such users such as has been adopted on the River Exe, if it is considered necessary in an alternative location away from the town.
- MP-E7 Planning Policy – strongly support this policy and approach.
- MP-E12 Flooding and Sea Level Rise – there has recently been flooding in Totnes due to spring tides and surface water (Warland), and there is regular spring tide flooding of Steamer Quay Road, Longmarsh and Vire Island.
- MP-C1 Employment - this policy is strongly supported.
- MP-C9 Dart Valley Trail – this policy is strongly supported.
- MP-C10 Protection of Views – this policy is strongly supported.
- MP-C11 Young People Engagement – support this policy. Totnes Town Council is able to provide evidence of deprivation in Bridgetown which should attract funding for schemes to support young people to be safe on and around the river, and education programmes with the schools around respecting the river environment.
- MP-C14 Heritage Harbour Status - this policy is supported.
- Connecting River and Community - the land and river regeneration schemes in Totnes – this aim/aspiration is supported.

d. Town Matters Committee 22nd June 2026.

Item 2. Chair of Committee – It was **RESOLVED** unanimously that Cllr Roberts is the Chair of the Town Matters Committee for 2026/27.

Item 4b. Economy Working Group: Heritage Festival Road Closure - It was **RESOLVED** unanimously that the Council:

- Supports and funds a road closure for the Heritage Festival on 19th September 2026, timings to be confirmed; and
- 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.

Item 4c. Environment and Public Realm Working Group: Castle Meadow – It was **RESOLVED** unanimously that Transition Town Totnes is consulted and offered a trial area in Castle Meadow (in a suitable location) for the 30x30 project.

Item 6. Lamp for Peace and UNICEF Children’s Day - It was **RESOLVED** unanimously that the Council 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.

Item 6. Application for an alcohol licence for The Ruby Chinese Takeaway at 5 Christina Parade, Totnes, TQ9 5UU – It was **RESOLVED** by majority that the licence application is supported.

6. CLUSTER ARRANGEMENTS

To receive an update on Cluster work and to consider a formalisation of the Town and Parish Cluster arrangement.

It was **RESOLVED** to formalise the current clustering arrangement, with future additional areas and changes of the geography to be determined following the Government decision on Local Government Reorganisation.

7. RECESS COMMITTEE

To consider the appointment of a recess committee to meet on 3rd or 10th August 2026.

It was **RESOLVED** to give the Recess Committee delegated authority to act on behalf of the Full Council in urgent matters. The core invitee list for this meeting will be the Mayor, Deputy Mayor and Chairs and Deputies of Committees. It was noted that this meeting would only be called for urgent business. The meeting is set for 6.30pm on Monday 10th August 2026, if required.

8. LIST OF MEETING DATES AND COMMUNICATIONS POINTS

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

Noted.

9. NEXT MEETING

To note the next meeting dates of Monday 7th September 2026 for Full Council, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

Noted.

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

10. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

None.

11. GUILDHALL WALL REPAIR

To consider the quotes for the repair of the Guildhall Wall (commercial).

it was **RESOLVED** unanimously to appoint Rivera Stone to undertake the works with the following conditions:

- They complete the specification form or provide the missing information on day rates/contingencies as required
- B2 are appointed to oversee and manage the contract for adherence to best practice.

If these measures add more than £4,000 to the overall cost of the repair and rebuild then the matter will be reviewed by Full Council in September 2026.

12. GROUNDS MAINTENANCE CONTRACT

To consider the quotes for a six-month grounds maintenance contract (commercial).

It was **RESOLVED** unanimously to appoint Glendale Services to provide interim grounds maintenance services from 1st September 2026 to 31st March 2027 until a new contract is tendered from 1st April 2027.

13. COMMUNITY ASSETS

To consider Community Asset opportunities, including Kingsbridge Inn and Laura House (financial).

Following discussion, the Council:

- **AGREED** that they were not supportive of pursuing the purchase of the Kingsbridge Inn;
- **RESOLVED** by majority to make a conditional offer on Laura House for purchase; and
- **RESOLVED** unanimously to give the Clerk delegated authority to negotiate the conditional offer.

14. CASTLE MEADOW ALLOTMENTS

To consider a complaint from the Totnes Allotment Association regarding the Castle Meadow Allotments (legal).

it was **RESOLVED** unanimously not to give permission to the Totnes Allotments Association to kill pheasants on Castle Meadow as had been requested.

The meeting closed at 9.30pm, with members agreeing to extend the length of the meeting to accommodate all business.

Cllr Tim Bennett
Chair



DRAFT MINUTES FOR THE EXTRAORDINARY MEETING OF TOTNES TOWN COUNCIL MONDAY 10TH AUGUST 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, D Peters, A Presswell, E Price, N Roberts, T Robshaw, and M Trant.

Apologies: Cllrs L Smallridge.

In Attendance: Members of the public, C Marlton (Town Clerk).

1. WELCOME TO ALL ATTENDING AND OBSERVING

2. APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS

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

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

3. LOCAL GOVERNMENT REORGANISATION

To consider the Local Government Reorganisation (LGR) announcement, its implications for Totnes and any representations that the Council may wish to make.

It was **RESOLVED** to suspend Standing Orders to hear views from the public. Members of the public expressed serious concerns about having the top of Bridgetown (that falls within the Berry Pomeroy Parish) in a separate unitary authority, including: work on cycle path connections; the river; impact on community and voluntary services; healthcare; and a survey collated by Bridgetown Alive!.

It was **RESOLVED** to return to Standing Orders.

It was **RESOLVED** unanimously that Totnes Town Council do not support the proposal outlined for Devon as decided by government. It was **RESOLVED** to hold further conversation on the detail of the Town Council response in confidential session (detail below).

4. PLANNING COMMITTEE RECOMMENDATION

To consider the recommendation from the Planning Committee, 20th July 2026 about the proposed 20mph areas in Totnes.

It was **RESOLVED** unanimously to write to County Cllr Hodgson to:

- Welcome the proposed changes from 30mph to 20mph from the foot of Bridgetown Hill into Bridgetown to The Plains;
- Express concern that Plymouth Road is not included in the proposed changes to 20mph given the number of accidents on the road between Follaton Cross and the Western bypass; and
- Express concern that Barracks Hill to Cott Road is not included for a reduction in speed limit to 20mph. Whilst outside of the parish boundary, Barracks Hill is regularly used by pupils walking to school at KEVICC and as a walking route to Dartington, and improving the safety of this road is important.

5. REPRESENTATIONS TO THE POLICE AND CRIME COMMISSIONER

To consider writing to the Police and Crime Commissioner to raise concerns about persistent anti-social behaviour in the town.

It was **RESOLVED** unanimously to send a letter from the Town Council to the Police and Crime Commissioner as drafted by Cllr Peters.

6. NEXT MEETING

To note the next meeting dates of Monday 7th September 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)*

Confidential debate reference LGR and boundaries ensued.

It was **RESOLVED** unanimously to give delegated authority to the Town Clerk to:

- a) Write to the Secretary of State for Housing, Communities and Local Government, the Rt Hon Angela Rayner MP, copied to Caroline Voaden MP. The letter drafted and circulated by Cllr Chinnock would be strengthened to reflect the decision by South Hams District Council in their recent consideration of the government decision.
- b) Write to the local MP, Parish, District and County Councils asking them to advocate for amending the Unitary boundary as proposed between Totnes and Berry Pomeroy to ensure that the top of Bridgetown Housing estate is included in the Devon side of the split, and therefore retaining community cohesion and making service delivery more practicable.
- c) Write to DCC and SHDC supporting the judicial review of the government decision.
- d) Draft and circulate to all members a public statement on the debate and decision of Full Council as outlined above.

7. GUILDHALL COTTAGE GARAGE

To ratify the terms of the Guildhall Cottage Garage transfer (legal).

it was **RESOLVED** unanimously to ratify the terms of the Guildhall Garage transfer, and the deed was signed by the Mayor and Deputy Mayor and witness by the Town Clerk (and Proper Officer as per Standing Orders).

8. GUILDHALL HIRE

To consider the quotes for a six-month grounds maintenance contract (commercial). To consider waiving the fee for Guildhall hire as part of the Heritage Festival (financial).

Cllr Auletta declared a personal interest and left the meeting.

It was **RESOLVED** unanimously to waive the hire fee of the Guildhall for the Heritage Festival event.

The meeting closed at 9.30pm (having been extended to cover the full debate and public participation on LGR).

Cllr Tim Bennett
Chair



**DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS
MONDAY 13TH JULY 2026 AT 6.30PM IN THE GUILDHALL**

Present: Councillors D Peters (Chair), L Auletta, C Beavis, T Bennett and M Trant.

Apologies: Cllrs J Chinnock, J Hannam and E Price.

In Attendance: C Marlton (Town Clerk).

1. APOLOGIES FOR ABSENCE

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

PUBLIC QUESTION TIME

There were no members of the public present.

2. CONFIRMATION OF MINUTES

To approve the minutes of 8th June 2026 and update on any matters arising.

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

3. STRATEGY DELIVERY WORKING GROUPS

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

a. Community Working Group, 29th June 2026.

It was **AGREED** that the remaining Christmas Lights allocation (£7700) in the Community Budget be reallocated to additional funding for: the Christmas Lights Switch on event (£700); and Community Grants (£7000).

b. All grant funding recommendations for the Working Group.

The following grant funding recommendations were **AGREED**:

Applicant	Project	Grant Request (£)	Project Cost (£)	Policy Area	Grant awarded
United Free Church	Baby and Toddler equipment and toys for new play area	£500	£700	Community wellbeing of young families	£500
Individual hosting at United Free Church	Pilot youth group, including development of youth council	£250	£1,175	Community and Young People	£250
Jamming Station	Safe Sounds: Safeguarding, accessibility and SEND work	£1,000	£1,000	Community and Young People	£1,000

Care in Community	CQC registration fee	£1,000	£18,000	Community and Wellbeing	£0
Dartington Recreation Centre	To support the fundraising Extravaganza event	£500	£1,400	Community - Dartington	£0 – outside of the Parish boundary.
The Mansion	Free events for families and children	£850	£1,200	Community and Families	£850
SASHA	Ongoing support for vulnerable women and children	£1,000	£2,427.50	Community wellbeing	£1,000
Playground Arts CiC (Mansion project)	Unwiped: intergenerational cultural/arts project - wellbeing and SEND support	£990	£8,995	Community and the Arts	£660
Totnes Bike Hub	Tea and Tinkering - mental health support	£1,000	£1,840	Community	£1,000
Tony Gee (Telling Tales)	Story telling, arts and cultural project with heritage links	£600	£2,300	Community & Economy/ Events	£600
				TOTAL	£5,860

In addition, it was **AGREED** to award £120 to Totnes Pulse to cover the Civic Hall hire costs for the Volunteer Fair in September 2026.

A review of the grant processes will be carried out as part of the 2027/28 precept and budget discussions.

4. BUDGET MONITOR

To consider the Budget Monitor.

The budget monitor was **AGREED** unanimously.

5. MAYOR'S ENGAGEMENTS AND BUDGET

To consider the Mayor's engagements since April 2026 and the current budget.

The Mayor's engagements and budget was **AGREED** unanimously.

6. STRATEGIC FUNDING

To review the applications for Strategic Funding for 2026.

It was **AGREED** that further clarification for the strategic funding grant applications is required before Full Council consideration in September 2026, particularly around service delivery within the Totnes boundary to Totnes residents. Councillors **AGREED** the following questions:

Applicant	Additional information requested
Caring Town	Clarification of detailed workplan, governance arrangements following trustee transition, role description for coordinator/project manager, outputs for the £13,500 earmarked award.
Food in Community	Confirmation of any further secured or pending match funding beyond the £12,000 South Hams District Council contribution, and clarification of whether the £20,100 cost covers the full Totnes-specific delivery

	period only. Confirmation that funding is for the food delivery service element of the operation.
Totnes Caring	Updated position on the projected transport service deficit, confirmed income for the service, and whether a partial award would still allow the Transport Coordinator post/service to operate.
Jamming Station	Confirmation of which income lines are secured, pending or at risk, given the projected shortfall and reliance on some unconfirmed income streams. £1,000 funding already agreed for the current financial year by separate application. Requesting clarification around how many Totnes young people are served and what they pay to attend the sessions, including clarification on the bursary element of the budget.
TRAYE	Total cost of the three projects, current secured/pending funding for each, and confirmation of whether the £12,000 request represents full or partial project costs. Further information needed on the Youth Can Make a Difference element. Request for the number of Totnes children attending the clubs.
Stepping Stones	Confirmation of whether the £5,000 Essential Project is the full cost of the proposed purchase and whether any reduced award would still be viable. Noting funding has already been awarded in this year towards this project.
Citizens Advice South Hams	Confirmation of the match funding position from Devon County Council and South Hams District Council, and whether the St John's outreach can continue if a partial award is made.

7. FINANCIAL REGULATIONS

To review the Financial Regulations.

To **RECOMMEND** to Full Council that the Financial Regulations are adopted.

8. HR POLICY REVIEW

To review the following HR policies following SW Councils advice (documents attached):

a. Working Time and Leave Policy.

It was **RESOLVED** to adopt the revised Working Time and Leave Policy.

b. Maternity, Paternity, Adoption and Neonatal Leave and Pay Policy.

It was **RESOLVED** to adopt the revised Maternity, Paternity, Adoption and Neonatal Leave and Pay Policy.

9. INVESTMENT STRATEGY

To review the Investment Strategy.

To **RECOMMEND** to Full Council that the revised Investment Strategy is adopted.

10. RESPONSIBLE AND SAFE USE OF ARTIFICIAL INTELLIGENCE POLICY

To consider the updates to the Responsible and Safe Use of Artificial Intelligence Policy.

To **RECOMMEND** to Full Council that the revised Responsible and Safe Use of Artificial Intelligence Policy is adopted and reviewed on a 12-month basis.

11. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 14th September 2026 at 6.30pm in the Guildhall.

Noted.

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

12. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

These were reviewed and **AGREED** unanimously.

13. COMMUNITY ASSET

To note an update on Laura House (legal and financial).

Noted.

14. STAFF ATTENDANCE

To note sickness and overtime balances (staffing).

Noted.

15. STAFFING UPDATE

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

Noted.

The meeting closed at 8.30pm

Catherine Marlton
Town Clerk
July 2026



DRAFT MINUTES FOR THE PLANNING COMMITTEE MONDAY 20TH JULY 2026 IN THE GUILDHALL

Present: Councillors L Auletta (Chair), T Bennett, S Collinson (from 1830hrs), T Cooper, J Cummings, J Hodgson (from 1840hrs) and Trant.

Apologies: Cllrs Smallridge.

In Attendance: Representatives of Baltic Wharf/TQ9 Partnership and Acorn Property Group, members of the public, Cllr Beavis and S Halliday (Governance and Projects Manager).

1. WELCOME AND APOLOGIES FOR ABSENCE

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

Cllr Auletta read out a statement about how the meeting would be conducted and recorded. The apologies from Cllrs Smallridge were accepted.

PUBLIC QUESTION TIME

A member of the public spoke to item 4a and the retrospective application for the sauna and plunge pool, its importance to help funding the Community Interest Company particularly in the winter months when the cut flower income stops, and its beneficial use to the volunteers and groups who help with gardening on the site as well as other hirers. Cllrs asked about drainage and why planning permission wasn't applied for in advance of the installation.

2. BALTIC WHARF DEVELOPMENT

To update on the next phase of the Baltic Wharf Development.

The representative from Acorn Property Group outlined the challenges of developing a brown field site. In response to comments on the previous outline plans, the main changes in the latest proposals are: an increase in marine facilities (approximately 8-10 units) and larger boatyard space; enlarged public space adjacent to the river; and a reduction in the proposed number of dwellings and massing (lower height of 2-4 storeys for 2-4 bed dwellings) with the site split on two levels with a retaining wall which helps to level the site as well as reduce the volume of soil to be moved off site. At this point the number of affordable houses planned is uncertain.

Cllrs asked about: the roads in the development and whether sufficient turn circles were provided – it was confirmed that all roads were of sufficient dimensions for emergency vehicle and refuse truck access; style and materials and how this will sit alongside the phase 1 development scheme biodiversity net gain; secure bike storage; landscaping and tree planting; permeability of the site for circular pedestrian routes; transport links. The site plans shown are at the concept stage only at the moment and Acorn would welcome the Town Council's views on what the site should contain.

The Chair thanks the developers for their update and that the Committee will come back with some informal comments before the developers round table pre-application meeting with South Hams District Council in September/October 2026.

3. CONFIRMATION OF MINUTES

To approve the minutes of 15th June 2026 and update on any matters arising.

The minutes were approved as an accurate record of proceedings.

4. PLANNING APPLICATIONS

To make recommendations on the following planning applications:

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

4a. 1428/26/FUL – Erection of sauna and plunge pool (retrospective). Reservoir (Bowden Springs Farm), Fishchowters Lane, Totnes.

Cllr Hodgson declared a personal interest.

Support, subject to: routine testing of the stream water going into the plunge pool; water treatment filtration for water being discharged from the plunge pool back into the stream; and attenuation measures on the sauna building, for example the installation of a SUDS planter.

4b. 1343/26/FUL – Proposed extension and alternations. Flat 2, Hembury, Jubilee Road, Totnes, TQ9 5BP.

Comment. The Committee does not object in principle to the extension but would ask the applicant to look again at the shape of the site given the concerns raised about the accessibility of the proposed extension and the neighbouring property wall.

4c. 1727/26/HHO – Alterations to existing upper ground floor extension and porch to lower ground floor. Replace windows and doors and install solar panels. Replacement shed / store in front garden. Other minor internal and external alterations. Kirkstone House, Moat Hill, Totnes, TQ9 5ER.

Support.

4d. 1799/26/HHO – Single storey rear extension. 19 Woodbrook Road, Totnes, TQ9 5AS.

Support in principle. However, the Committee has concerns about the side facing windows overlooking the neighbouring property and therefore suggests that obscured glazing is used.

4e. 1764/26/FUL - Replacement windows, cladding, and balcony balustrading. Blue Ball, The Grove, Totnes.

Comment – support the removal of the hanging slate to weatherboarding, but the Committee would wish to see stained/burnt timber used rather than plastic. UPVC windows are acceptable in this instance given the large glazing panes, subject to the views of the Heritage Officer.

4f. DCC/4467/2026 - Energy improvement scheme, including the installation of air source heat pump with enclosure and associated installations at Rushbrook, Station Road, Totnes, Devon TQ9 5HW.

Cllr Hodgson declared a personal interest as a County Councillor.

Comment – the Committee strongly supports the proposed installation of Air Source Heat Pumps but this is in a prominent location in the town and it has strong concerns about:

- the size of the acoustic covers in this space (~3m tall) and would request that a less visible acoustic solution is found [officer post-meeting note: comments submitted on the application]

included drawings show the ASHP with acoustic hood measurements (which were not provided in the application)); and

- the height of the proposed covers above the existing wall which will attract graffiti alongside this pathway.

4g. 1636/26/LBC – New slate roof. 4 Leechwell Lane, Totnes, TQ9 5EA.
Support.

4h. 1673/26/LBC – Listed Building Consent for re-slating works. 18A High Street, Totnes, TQ9 5RY.
Support.

4i. 1634/26/LBC – Listed Building Consent for re-roofing works. 4 High Street, Totnes, TQ9 5RY.
Support, subject to the Heritage Officer confirmation that there are no historic timbers in the roof space.

4j. 1238/26/CLE – Certificate of lawfulness for existing use as a single independent dwellinghouse for a period in excess of four years. Cherry Tree Wood Newton Road Totnes.
Totnes Town Council has no evidence to support the claim for this dwelling having existed for in excess of four years.

5. PROPOSED 20MPH ZONE

To consider any Council action in response to the proposed 20mph zones for Totnes prior to formal consultation.

To **RECOMMEND** to Full Council that it writes to County Cllr Hodgson to:

- Welcome the proposed changes from 30mph to 20mph from the foot of Bridgetown Hill into Bridgetown to The Plains;
- Express concern that Plymouth Road is not included in the proposed changes to 20mph given the number of accidents on the road between Follaton Cross and the Western bypass; and
- Express concern that Barracks Hill to Cott Road is not included for a reduction in speed limit to 20mph. Whilst outside of the parish boundary, Barracks Hill is regularly used by pupils walking to school at KEVICC and as a walking route to Dartington, and improving the safety of this road is important.

6. PLANNING DECISION-MAKING PROCESS BRIEFING

To note a South Hams District Council briefing on 24th September about the changes to the way in which planning applications are to be determined.

Noted.

7. DATE OF NEXT MEETING

To note the date of the next meeting of the Planning Committee – Monday 17th August 2026 at 6.00pm in the Guildhall.

Noted. It was **AGREED** that a Task and Finish Group meeting would be held after the next Committee to discuss the outline Baltic Wharf development proposals.

The meeting closed at 8.05pm.

Sara Halliday
Governance and Projects Manager
July 2026



**DRAFT MINUTES FOR THE TOWN MATTERS COMMITTEE
MONDAY 27TH JULY 2026 IN THE GUILDHALL**

Present: Councillors N Roberts (Chair), L Auletta, C Beavis, J Chinnock, S Collinson J Cummings, D Peters, A Presswell and E Price.

Apologies: Councillor T Robshaw.

In Attendance: Heritage Trust representative 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.

PUBLIC QUESTION TIME

There were no members of the public present.

2. CONFIRMATION OF MINUTES

To approve the minutes of 22nd June 2026 and update on any matters arising.

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

Item 2. Chair of Committee – It was **RESOLVED** unanimously that Cllr Roberts is the Chair of the Town Matters Committee for 2026/27.

Item 4b. Economy Working Group: Heritage Festival Road Closure - It was **RESOLVED** unanimously that the Council:

- supports and funds a road closure for the Heritage Festival on 19th September 2026, timings to be confirmed; and
- 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.

Item 4c. Environment and Public Realm Working Group: Castle Meadow – It was **RESOLVED** unanimously that Transition Town Totnes is consulted and offered a trial area in Castle Meadow (in a suitable location) for the 30x30 project.

Item 6. Lamp for Peace and UNICEF Children's Day - It was **RESOLVED** unanimously that the Council 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.

Item 6. Application for an alcohol licence for The Ruby Chinese Takeaway at 5 Christina Parade, Totnes, TQ9 5UU – It was **RESOLVED** by majority that the licence application is supported.

It was **AGREED** to bring forward item 5 as a representative of the Heritage Trust was now present. The Committee voted to suspend Standing Orders to enable the representative to speak.

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.

The Heritage Trust representative explained that the Trust wish to make a pre-application for Listed Building Consent for the exhibition. This will enable a site meeting to take place with the South Hams District Council (SHDC) Heritage Officer to get advice on the location of the display, size, appearance and any fixings. The Heritage Trust believe that this information is necessary to: firstly, see if a display is possible in the Guildhall; and secondly, to determine what information it may contain for the size that will be permitted. Cllr Auletta offered to be present at the site meeting to provide feedback to the Committee.

The Committee discussed a range of points including:

- how much interest there is in the current Burke and Wills display;
- the current location being unsuitable in terms of location and space available and that one of the ancillary spaces may be better suited to give sufficient room for a full explanation of events;
- if the museum had been approached to house the display;
- the constraints of the Guildhall and Museum only being accessible to the public for part of the year and therefore an information board near the Wills memorial may be more appropriate;
- the requirement of any new display to reflect cultural sensitivities and for the wording to be checked by a professional working in this area; and
- that any proposed display, materials and content/wording would need to be approved by Totnes Town Council,. The Heritage Trust confirmed that this would be required if they are applying for grant funding for the exhibition.

The Committee voted to return to Standing Orders.

To **RECOMMEND** to Full Council 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.

It was **AGREED** that the proposal to remove the current display will be considered at the September Committee meeting.

3. STRATEGY DELIVERY GROUP AND WORKING GROUP

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

There was discussion and concern that there are cross-cutting issues across the working groups which the Council could improve its handling of. The Committee **AGREED** that this should be discussed at the Councillors Strategy Setting Day in September 2026.

a. Community Working Group, 29th June 2026.

Noted. No recommendations to consider.

b. Economy Working Group, 14th July 2026.

Noted. No recommendations to consider.

c. Environment and Public Realm Working Group, 15th July 2026.

Noted. No recommendations to consider. It was **AGREED** that the Friends of the Dart update to Committee in September 2026 would be an opportunity to consider the Council's position on water quality.

4. COUNCIL AWARDS

To consider the current Council Awards policy and whether changes should be made for 2027.

To **RECOMMEND** to Full Council 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.

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).

Cllr Presswell updated that SHDC are requesting regular updates on the Pavilions Leisure Centre.

There was discussion about the use of S106 funding in Bridgetown, particularly given the local government re-organisation announcement and proposed boundary lines. With limited funding available, small project ideas included: gravel for paths that are muddy in wet weather; signage for the accessible path in Longmarsh. It was **AGREED** that the OSSRW Project Plan would be discussed at the next meeting to identify potential investment opportunities in Bridgetown.

7. LINK COUNCILLOR REPORTS

To consider link councillor reports from Committee members.

Cllr Peters updated on a meeting with Devon and Cornwall Police in August 2026 and the need for the community to report criminal and anti-social behaviour and graffiti, to provide an accurate picture of the problems in Totnes to ensure that appropriate policing resources can be allocated.

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.

Noted.

The meeting closed at 7.55pm.

S Halliday
Governance and Projects Manager
July 2026



DRAFT MINUTES FOR THE PLANNING COMMITTEE MONDAY 17TH AUGUST 2026 IN THE GUILDHALL

Present: Councillors L Auletta (Chair), T Bennett, T Cooper, J Cummings, J Hodgson (from 1837hrs) and Trant.

Apologies: Cllrs Collinson and Smallridge.

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

1. WELCOME AND APOLOGIES FOR ABSENCE

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

Cllr Auletta read out a statement about how the meeting would be conducted and recorded. The apologies from Cllrs Collinson and Smallridge were accepted.

PUBLIC QUESTION TIME

The first member of the public raised the possibility that the Share Shed would not be able to park on the Civic Square and requested a letter of support from the Town Council. The Committee asked to be kept updated on developments to be able to offer support as necessary.

The second member of the public spoke about item 4d, and their objection to a certificate of lawfulness being granted for an outbuilding being used as a dwelling which has been used as an AirBnB property.

Cllr Beavis raised the volume of debris on the decked area of Steamer Quay and requested that it is cleared before the EAT festival this weekend.

2. CONFIRMATION OF MINUTES

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

The minutes were approved as an accurate record of proceedings.

Item 5. Dart Harbour Port Masterplan Consultation - It was **RESOLVED** unanimously to respond to the Dart Harbour Port Masterplan Consultation as drafted.

3. TREE WORKS APPLICATIONS

To make recommendations on the following tree works applications:

3a. 1999/26/TPO - TPO 401 T2: Beech – all over reduction of up to 2.5m, to reduce encroachment on properties. Tanyards, Rowsells Lane, Totnes, TQ9 5AG.
Support.

3b. 2113/26/TPO – T1: Douglas Fir – fell, in decline. King Edward VI College, Ashburton Road, Totnes, TQ9 5JX.

Support. The Committee would request that: the tree is felled to a safe height and lengths of the trunk left at the base of the tree for wildlife benefits; and a suitable replacement tree is planted.

3c. 2114/26/TCA - T1: Cedar – height reduction by 2m, lateral reduction on all sides of 0.5-1m, balance shape and reduce overgrowth. T2: Cherry – lateral reduction by up to 1.5m between building and boundary of church, to provide clearance. Greystones, Weston Road, Totnes, TQ9 5AH.

Support.

3d. 2116/26/TCA - T1: Copper Beech – crown reduction of up to 2.5m. T2: Magnolia – crown reduction of up to 1.5m. T3: Cotoneaster – fell. T4: Irish Yew - crown reduction of up to 1.5m. G1: Pittosporum, Laurel, Bay, Thuja Plicata, Lawsons Cypress - fell, stump grind and replace with fruiting trees. Chy Vean Priory Avenue Totnes TQ9 5HR.

Comment – there is insufficient information (no arboricultural report or photographs) to form a view. The Committee requests that the SHDC tree officer visits the site and will support their professional view on the suitability of the proposed works.

4. PLANNING APPLICATIONS

To make recommendations on the following planning applications:

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

4a. 1753/26/HHO – Proposed rear extension and other alterations. 17 Higher Westonfields, Totnes, TQ9 5RA.

Support. However, the Committee notes that the refrigerant used in the proposed Air Source Heat Pump is being phased out and would like to bring this to the attention of the applicant.

4b. 1511/26/VAR - Variation of condition 1 (approved plans) & Discharge of condition 7 (external materials) & 8 (lighting) of 2001/25/VAR. Land Adjacent Foxgloves, Sharpham Drive, Totnes.

Comment – The Committee has the following comments:

- Most of the application would appear to be retrospective in relation to the revised drawings and what has already been built.
- Object to the proposed material palette changes, which are much darker than those in the original application and less in keeping with the dwelling's rural setting which with a large dwelling will be more visible from across the river.
- Lighting – the Committee appreciates the PIR and downlighting proposed. However, it has concerns about the number of external lights proposed in a dark area and their proximity to the boundary line. The Committee would request that a condition is included that states that external light cannot be left on permanently.
- Would request that the Planning Officer checks that the built heights are in accordance with the approved drawings.

4c. 2100/26/HHO – Convert existing garage space into insulated ground floor studio. 33 Follaton Rise, Totnes, TQ9 5FX.

Support.

4d. 2000/26/CLE - Certificate of Lawfulness for existing use of outbuilding as a dwellinghouse (Use Class C3). Parkside, 21 Borough Park Road, Totnes, TQ9 5XW.

Cllr Trant declared a personal interest.

The Town Council has no evidence of this building being used as a dwelling. The only evidence relates to consideration of application 2825/15/HHO for retrospective permission for the construction of a shed and fence, noting that the application did not contain details of any utilities connections (electricity or water).

The Committee received a representation from a member of the public during the public session refuting the claims made and objecting to the application.

5. LICENSING APPLICATION

To consider the following application: Premises Licence (supply of alcohol and provision of films (indoor) for Centre, 3 Birdwood Court, Totnes, TQ9 5SG.

The Committee objects to the premises licence for later hours on the following grounds:

- Public Safety – there is not enough evidence that accessibility issues have been addressed to be able to safely evacuate a disabled person in an emergency from a building with a capacity for 200 people and where alcohol is being served/consumed. No safe refuge is mentioned.
- Prevention of Public Nuisance – what is the policy for drinking in the external area, for example those leaving Centre to smoke/vape? There is also no information provided on where the designated smoking area is for the venue, which the Committee would welcome clarification on. Anecdotal evidence suggests that the fire door beyond the stage and external steps/staircase is being used, which is the only point of access for these commercial and residential units.

6. LOCAL PLAN SCOPING CONSULTATION

To consider the South Hams District Council Local Plan Scoping Consultation and make any recommendation to Full Council.

It was **AGREED** to set up a Local Plan Task and Finish Group to discuss the consultation documents in two meetings – general discussion and economy – open to all Councillors and District Councillors to make a recommendation to Full Council in September 2026 [These are included below].

7. TRAFFIC AND TRANSPORT FORUM

To note the minutes from the Traffic and Transport meetings on 22nd July 2026 (documents attached):

- a. **Forum;** Noted.
- b. **Steering Group.** Noted.

8. DATE OF NEXT MEETING

To note the date of the next meeting of the Planning Committee – Monday 21st September 2026 at 6.00pm in the Guildhall.

Noted.

The meeting closed at 8.00pm.

Sara Halliday
Governance and Projects Manager
August 2026

ITEM 4 – RECOMMENDATIONS FROM COMMITTEE

4a. Full Council 6th July 2026

No recommendations.

4b. Full Council 10th August 2026

No recommendations.

4c. Council Matters Committee 13th July 2026

Item 7. Financial Regulations - To **RECOMMEND** to Full Council that the Financial Regulations are adopted.

Item 9. Investment Strategy - To **RECOMMEND** to Full Council that the revised Investment Strategy is adopted.

Item 10. Responsible and Safe Use of Artificial Intelligence Policy - To **RECOMMEND** to Full Council that the revised Responsible and Safe Use of Artificial Intelligence Policy is adopted and reviewed on a 12-month basis.

4d. Planning Committee 20th July 2026

No recommendations (item 5 considered at the Extraordinary Full Council on 10th August 2026).

4e. Town Matters Committee 27th July 2026

Item 4. Council Awards - To **RECOMMEND** to Full Council 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 - To **RECOMMEND** to Full Council 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.

4f. Planning Committee 17th August 2026

Item 6. Local Plan Scoping Consultation – To **RECOMMEND** to Full Council that it submits an email response to the South Hams District Council Local Plan Scoping Consultation rather than directly answer all Commonplace questions.

To **RECOMMEND** to Full Council that the following text is submitted as part of the Local Plan Scoping Consultation:

Vision

The Council is concerned that the vision statement emphasises the expansion of existing larger settlements (the 'sustainable towns') despite evidence in the baseline reports that such expansion results in less sustainable behaviour within communities. Creating new settlements with active travel routes to existing ones would be more sustainable.

There is no mention in the vision of:

- Prioritising active travel connections between settlements, which needs to be considered at a county-wide level.
- Farming, horticulture and food production – this should be included as an additional bullet, recognising the importance of protecting and preserving these economies and the associated land management in the South Hams as a predominantly rural area.
- Natural and built environment should be considered separately (penultimate bullet: delete “built”.
- The historic environment should be conserved and protected (final bullet).

Engagement Strategy

No additional comments to make.

Settlement Hierarchy

Neither the vision or baseline report makes any reference to Totnes being located between larger urban settlements and the impact that this has on the town in terms of through traffic between Torbay and larger employment centres, particularly Plymouth. NB The Torbay “Travel To Work Area” (TTWA), within which Totnes is included does not reflect the reality that workers commute from Torbay to other centres (Exeter and Plymouth) for work purposes through Totnes.

Bullet 7 – Village sustainability. The Town Council strongly supports an updated assessment of village sustainability as it believes that new development also needs to happen in smaller towns and villages to help support the retention or development of services in those places.

Bullet 8 – suggest replacing the word “should” with “will” to strengthen the sentence: National Landscapes and neighbourhood plan areas ~~will should~~ be considered carefully when reviewing settlement roles and housing requirements.

Bullet 9 – Further growth on the edges of main towns may face physical, environmental, infrastructure and place-making constraints. The Town Council strongly agrees with the challenges that main towns will face with expansion on their fringes, as set out in more detail in paragraphs 4.2 and 4.3 in the baseline report. This should be given greater consideration in the proposed settlement hierarchy: further developing the main towns will result in the smaller towns becoming less sustainable.

There is no mention in the summary or baseline report of:

- The importance of car parking in contributing to the viability of town centres. This links to the second bullet of the summary, as expensive parking fees and the number of spaces routinely available (i.e. those not used by residents without alternative parking options) can impact on how much a town is visited.
- The creation of new towns, which the Town Council would support where there is the infrastructure in place to support them.

Housing

Bullet 4 – suggest the removal of reference to “despite overall affluence” as this belittles the deprivation problem in the area. Hidden deprivation exists ~~despite overall affluence~~, where income, employment and access-to-services challenges are evident.

Bullet 7 – suggest replacing the word “severe” with “extremely problematic”: Housing affordability remains *extremely problematic* ~~severe~~, with median house prices around 12.25 times workplace earnings in South Hams and 9.89 times earnings in West Devon.

Question HP1: What new policies should we consider to try and improve the affordability of new homes for local people?

- Suitable housing is required to keep younger people in the area – determine the housing type that is needed (e.g. number of bedrooms and size/type of dwelling).
- Consider the need for key-worker housing in the area.
- Developments where Homes England or registered social housing landlords are involved will be encouraged.

Question HP2: How should the Local Plan ensure that new homes meet the needs of local communities? There is a need for rightsizing of houses for the local community. A robust evidence-base for smaller homes is required to ensure that the new NPPF policy “HO7: Meeting the need for homes” is adhered to.

Question HP4: Should eligibility restrictions (for example having a local connection to the area) apply everywhere, or apply differently in different parts of the settlement hierarchy? Everywhere.

Question HP5: Should policies support the delivery of more innovative forms of housing delivery, including Co-housing and Community Land Trusts (CLT)? Yes. Suggest include reference to Intentional community housing too.

Question HP7: Should we explore policies that could retain younger working age people in the area?
Yes

The summary or baseline report makes:

- No reference to the levels of deprivation experienced in Bridgetown and Follaton in Totnes (there is reference to Townstal in Dartmouth in the Health and Wellbeing baseline report paragraph 5.28). [*Officer Note: However, the DCC ‘Deprivation in Devon’ webpage suggests that ‘Totnes has become less deprived in every neighbourhood.’ which was published 20.05.26 and updated 23.07.26.*]
- Insufficient emphasis on placemaking and high quality design in the plan to deliver the right houses to suit people’s needs and wellbeing. For example, for older people it is a sense of community, accessibility, good building and development design, and a communal green space.

Health and Wellbeing

Bullet 1 – suggest the insertion of “what and” to the second sentence to highlight issues of where dwellings are built in shady or damp areas giving building problems such as damp and mould from the outset: “Decisions about *what and* where development takes place can have a significant impact on people's quality of life, health and access to opportunities.”

Question HW1: How should the new plan secure better health and wellbeing outcomes from new development?

- Focus on design and high-quality placemaking that is informed by indices of health.

- Impose CIL on new developments to ensure that health and wellbeing infrastructure can be delivered.
- Reference to the importance of a healthy high street: providing opportunities for residents to meet socially and access services easily.

Question HW2: Should the local plan explore policy options that can prevent health and wellbeing issues occurring in the future? What would be the most effective policies to achieve this aim?

The Plan should look to encourage developments that build a sense of community and reduce social isolation through good design and placemaking.

It should not permit wood burners to be installed in any new builds to reduce particulate pollution.

There is no mention in the summary of:

- Air Quality and the limitations of what gases and particulates are monitored in the South Hams and where the problem areas are: for example PM2.5 which largely comes from wood burners (rather than traffic pollution) and builds up in residential areas during the winter.

Climate Change

There should be a reordering of the bullets in the summary to acknowledge the importance of the statements made:

New First bullet (currently the last) to include reference to overheating: The local plan should provide a clear framework for climate mitigation and adaptation, supported by further evidence on emissions, renewable energy potential, building performance, *mitigating overheating*, flood risk and coastal change.

New Second bullet (currently the penultimate bullet) to include reference to the threat of wild fires: Adaptation policies will be needed to address overheating, flooding, surface water runoff, drought, *wild fires*, coastal change and the resilience of vulnerable infrastructure and communities.

Question CC1: Should the local plan consider ambitious policies that can reduce the emission impacts of development? Strongly agree. Embodied carbon in construction must also be considered.

Question CC2: Should the local plan consider identifying sites for renewable energy generation and storage? Renewable energy should be installed over car parks, industrial buildings and on the roofs of all new buildings. The use of productive farmland should be discouraged.

Question CC3: Should the next local plan include proactive policies that respond to the direct and indirect effects of climate change, both in terms of mitigation and adaptation? The plan should look at building measures that can be incorporated into new buildings such as renewable energy, air source heat pumps, window size and shading, grey water harvesting.

Question CC5: What climate change and emissions reduction policies would be most effective in the new local plan? No wood burning stoves to be installed in new buildings. Community energy projects should be encouraged. Reject data centres and the water and energy resource implications that such facilities will require.

There is no mention in the summary or baseline report of:

- The building of data centres and the impact on water levels in the area or energy security.

Natural Environment and Landscapes

The Council feels that this section is weak on acknowledging the importance of agriculture and horticulture in the South Hams area.

Question NE1: How should the local plan balance the need to conserve and enhance the natural beauty of designated landscapes (including the South Devon National Landscape and the Tamar Valley National Landscape) with the need to ensure the ongoing sustainability of local communities in these areas? There needs to be a balance of protecting productive agricultural and horticultural land with the central government demands for development.

Questions NE2: Do you agree that the local plan should seek to promote access to, and enjoyment of, South Hams and West Devon's natural environment and scenic landscapes, while protecting ecological sites, habitats and species? Protecting ecological site, habitats and species is of more importance than promoting access or enjoyment.

Question NE3: How should the local plan should seek to positively influence land management practices to improve environmental quality? The plan should promote sustainable farming and horticultural practices on the protected landscape, and the impact of these activities on drainage, river catchment and hedges.

Economy

Bullet 3 – it is good to see an acknowledgement that residents are travelling to larger centres of employment. However, there is no reference to towns that are impacted by this (workers travelling between Torbay and Plymouth cause negative impacts in Totnes).

Bullet 9 - Supporting thriving town centres, local businesses and rural enterprises will be important to maintaining vibrant and sustainable communities. The Town Council strongly supports this statement.

The Totnes Community Economic Plan (CEP) has identified the problems that businesses have in recruiting in Totnes and the lack of training opportunities available of which there is no mention in the summary. The Town Council does not believe that the plan is optimistic enough in its aims and is lacking by not stating the requirement for new economic workplaces (not retail units).

Question EC1: How should the local plan look to diversify the types of jobs available in South Hams and West Devon? The plan needs to prioritise live-work spaces and investment in existing industrial estates, for example updating buildings or expand existing/build new industrial units. The plan could look at how best to utilise vacant shops/retail units to attract occupants.

Question EC3: Do you agree that the local plan should promote a sustainable transition towards a low carbon economy? What would be the most effective policies to achieve this? This would be supported through initiatives such as community energy groups, and the installation of renewable energy on new domestic and industrial building, existing buildings or to cover car parks, but not where high-quality grade A-C agricultural land is being used to achieve these ends.

Question EC4: How should the local plan help reduce the need for people to travel long distances for work? There should be a focus on live-work spaces which provide both domestic accommodation and a business/workshop space. Evidencing the need for the types of dwellings which are required by the local community and its local workforce, for example smaller sized accommodation, and an increase in social housing provision.

Question EC5: How should the local plan protect and enhance the vitality and resilience of our town centres and high streets?

- Investing in high-quality public realm with good accessibility.

- Giving more local control over town centre assets to keep the high street vibrant.
- Supporting events in the town to attract people in to spend.
- Car parking – available spaces and affordable car parking charges are needed to attract employees and visitors into a town. The Council is concerned to see the HELAA suggest car parks as potential sites for building. With a number of car parks in Totnes heavily used by residents, this makes the availability for visitor parking even more challenging, particularly on market days. The removal of car parks would have a highly detrimental effect on the vibrancy of the town centre. However, there could be more innovative ways of providing car parking (for example below ground or above a building, or as a second level on an existing site).
- Public Transport – connections between towns, the frequency of buses and timetabling to link with trains would benefit employees and shoppers in the town.
- Safe connections to and within towns, with an emphasis on safe active travel provision for these shorter routes.

Historic Environment

Baseline report – this is significantly underdeveloped. It currently lacks reference to evidence to support plan-making, and informative descriptions of the uniqueness and special quality of the historic environment which the JLP area covers.

Reference should continue to be made to the Devon Historic Coastal and Market Towns survey which includes detailed evidence about the historic development of settlements in the South Hams and West Devon, until such time as a replacement/update can be provided.

Section 12 – Implications for local plan-making.

This section underplays both the significance of heritage assets in positively contributing to the public realm, the sense of settlement permanence, and the wellbeing of residents derived from the existence of such a rich legacy of building and settlement form.

12.4 “It is likely that a degree of redevelopment of assets will be required if we are to ensure their protection in the long term” is far too general a statement and needs substantial caveats so that it is not misused by developers in support of proposals which irrevocably damage historic fabric or significance.

Question HE1: As historic buildings continue to change and evolve, they need to contribute to a greener future and be fit for purpose for the people who live in, experience and care for them. With this in mind should the local plan consider policies that reflect this ambition and better align with wider carbon reduction targets and policies? Whilst agreeing that historic assets may need to accommodate some adaptation to ensure they can continue to be positively utilised, significance cannot be diminished in developing such adaptations. Carbon reduction targets need to consider embodied carbon foremost, not just carbon in use (noting that historic assets score very highly in regards to embodied carbon). Policies for historic buildings should not require alignment with general carbon reduction targets.

Question HE2: Would you support utilising heritage buildings and environments for high-quality brownfield development, protecting heritage buildings through their redevelopment and preserving them through finding ongoing uses and retrofitting to reduce carbon footprint? Brownfield sites should be developed around existing historic assets, retaining them and sensitively adapting them to ensure long term viability. The most successful brownfield sites do just this – recognising that these buildings give the site a uniqueness that increases development value. Mention should be

made of the need to identify local organisations that can partner early on to assist in developing viable solutions that work for the location/building.

Question HE3: How best can local communities be involved in these brownfield redevelopment schemes to ensure that projects are culturally sensitive, socially inclusive and economically beneficial? Local communities should be involved in the bringing back into use of all historic assets – not just buildings that can be found on brownfield sites. Early engagement with grassroots charities and other organisations (including Town and Parish Councils), supporting the setting up of Building Preservation Trusts and ensuring that developers are working with these organisations from the start will help to ensure that projects are culturally sensitive, socially inclusive and economically beneficial.

Question HE4: What historic environment policies do you think would be most effective in the new local plan? Historic England continues to develop a suite of evidence-based documents that assist with policy development around historic buildings (HEANs etc.). Reference should be made to these and policies developed that conform with HE's own approach, noting that retrofitting and adaptation should not be promoted where significance will be harmed. Active management of moisture using traditional materials is more important than retrofitting which can cause rapid deterioration of building fabric.

Transport, Infrastructure and Facilities – to follow

To **RECOMMEND** to Full Council that...

ITEM 5 – STRATEGIC PLAN QUARTERLY REPORT

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

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

LOCAL ECONOMY

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

The SHDC-led Community Economic Plan (CEP) has been drafted and they are due to launch the CEP in Oct 2026. In parallel, the Young Persons survey is currently live (opening 8th July) and due to close on 19 Sep 2026 with the findings to be fed into the plan. A Business Fayre is planned (date and location to be confirmed) which will include the launch of the CEP and the first meeting of the Business Forum as well as talks/workshops from organisations who aim to help businesses.

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

SHDC has a Local Plan scoping consultation running until 24th Sep inviting comments on what the Local Plan should include. The Planning Committee in Aug set up a Task and Finish Group to make recommendations to September Full Council on general and economic aspects. Full Council agreed to request to SHDC that the suggested minor modifications identified in the health check of the Totnes Neighbourhood Plan (NP) are incorporated into the made plan. SHDC have agreed that they do not believe that the modifications require examination or modification and can go to the Executive in September 2026 for consideration. A revised version of the plan and annex listing the proposed changes have been sent to SHDC in preparation for their report. However, advice from SHDC is that the new National Planning Policy Framework (NPPF) means that any review of the NP now needs to conform with the NPPF 2026 meaning the proposed updates would make elements of the wider plan non-compliant.

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

In Aug 2026 SHDC continued patch repair of the cobble setts on the Civic Square and have taken the decision to cease vehicle access across the square to the Civic Hall Car Park. SHDC are installing bollards to prevent vehicle access and arrangements have been made with TTC to permit ramp access for Civic Hall hirers. SHDC has instructed that TTC is not to take any practical action on loose cobble setts other than placing a cone over the area affected, and to report all problems to their 'markets' email.

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

No updates from the previous report.

Deliverable progress:

Community Economic Plan – ongoing, with business breakfast meetings with businesses and engagement with The Narrows business community

Events (monthly artisan markets and Christmas late nights ongoing). A road closure has been applied for and granted for the Heritage Day on 19th Sep 2026.

Visit Totnes – ongoing, regular Facebook posts have been made supporting a range of businesses and activities in Totnes.

LOCAL ENVIRONMENT AND PUBLIC REALM

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

Full Council has agreed the use of Castle Meadow for a trial area of planting as part of the Transition Town Totnes (TTT) 30x30 project. Friends of the Dart are due to attend the Town Matters Committee in Sep 26 to update on their work and findings over the past six months (with river water quality being an area highlighted in the CEP).

EPR02 – Secure and celebrate heritage assets in Totnes.

The SHDC Conservation Area Appraisal and Management Plan was approved by the Executive in Jul 2026, and the Council is pleased to see its suggestion to expand the conservation areas to include Leechwell, Maudlin Road, Brooklands and Somerset Place included.

A recommendation will go to Full Council on the proposed new display for Burke and Wills in the Guildhall. The Heritage Trust have kindly agreed to cover a regular weekly Guildhall volunteer shift on rotation.

EPR03 – Safer, cleaner Totnes.

Monthly ‘Town Team’ meetings between officers and councillors of TTC, SHDC and Devon Highways are ongoing and provide a useful forum for new and ongoing topics, particularly with personnel changes at SHDC.

Incidents of graffiti continue to be reported to the Police with the Town Maintenance Team taking action to paint over offensive messaging. The Estate Office has dropped in the paint that was used on Eastgate to cover the results of future incidents.

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

Full Council has agreed a trial area in Castle Meadow for the TTT 30x30 project.

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

Administrative support to the Traffic and Transport Forum and Steering Group continues to be provided by a TTC officer. Quotes for the Totnes Bridge safety audit will be taken to the Council Matters Committee in Sep 2026 for consideration.

Deliverable progress:

Planters - All remaining planters have had advertising boards removed, painted invisible green and the one opposite the museum has a notice warning of the narrow pavement unsuitable for mobility aids. They have been watered 2-3 times a week over the summer.

Cemetery – the main gates have been stripped and painted; ivy has been cleared from trees to enable tree health checks to be carried out.

Asset Management – Civic Hall works to the gable end and Green Room roof are being quoted for; Museum report on works required and costs to go to Full Council in Sep 2026.

LOCAL COMMUNITY

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

Full Council will review the strategic grant funding allocation of the £50,000 allocated for the provision of core community services in the town in Sep 2026.

Deliverable progress:

Civic and Community events - bunting, Mayor Making, Civic Event, Annual Town Meeting, Christmas Lights switch on are delivered or preparations are ongoing. The Guildhall will be open as part of Heritage Open Day on 19th Sep 2026.

Community Awards – Full Council in Sep 2026 will consider a recommendation for a celebratory event to replace the current individual and organisation awards and that the details are determined by the Community Working Group.

Community Grants – the new small grants policy is in place but is proving resource intensive for officers compared to the previous model used of 1 or 2 application rounds per year.

Community Groups – attendance at TQ9 meetings is ongoing. There will be a volunteer day at the Civic Hall on 12th Sep 2026.

Elmhirst Site – Full Council decided in Jun 2026 not to bid for the site.

Strategic Community Funding 2026/27: Updated report to Full Council

Purpose

To update the July Council Matters report with the supplementary information received from applicants and the advisory comments of Devon Community Foundation, and to provide a clear basis for the Council's final allocation decision. Please note that the original report is attached as Appendix A. The additional information provided by applicants is provided in Appendix B.

1. Recommendations

- Note the supplementary information received since Council Matters considered the matter in July 2026, summarized in this report and attached as Appendix B.
- Note the independent advisory comments from Devon Community Foundation.
- Determine the final allocation of the £50,000 Strategic Community Funding budget, including whether awards should be subject to agreed outputs, monitoring and reporting requirements.
- Note that the report remains a first draft pending full information from Caring Town.

2. Background and process

The Council allocated £50,000 for Strategic Community Funding in 2026/27. £13,500 was earmarked in principle for Caring Town, subject to further clarification and ratification. The process is a one-year transitional arrangement intended to support continuity of strategically important services while a longer-term approach is developed.

Council Matters considered the seven invited applications in July. Because the requests exceeded the available budget, Members sought further information on project costs, match funding, service reach, sustainability, the effect of a partial award and direct benefit to Totnes residents. Devon Community Foundation was also asked for an independent strategic view, not recommendations on individual awards. The original applications were previously circulated to all Members by email and are not reproduced with these papers. The original July Council Matters report is included as Appendix A for context.

3. Strategic context

The applications collectively address the principal themes identified through the Community Audit: VCSE coordination and infrastructure; food insecurity and financial resilience; youth provision and prevention; health, wellbeing and access to services; social isolation; and support for vulnerable residents and families.

In reaching a decision, Members may wish to consider strategic alignment, essential or preventative impact, direct benefit to Totnes residents, leverage of other funding, consequences of reduced funding, collaboration, accountability and balance across the overall portfolio.

4. Updated financial position

Item	Amount
Strategic Community Funding budget	£50,000.00

Item	Amount
Current total requests	£62,076.50
Oversubscription	£12,076.50

The current total reflects Citizens Advice South Hams reducing its request from £7,627 to £4,576.50. All other requests remain at their original value at the time of drafting.

5. Consolidated position by applicant

Organisation	Current request	Other 2026/27 award	Updated evidence	Officer observation
Caring Town	£13,500	£0	Earmarked in principle. Detailed governance, workplan, coordinator role, outputs and links to future hub work remain outstanding.	Full information pending.
Food in Community CIC	£9,000	£0	Confirmed £12,000 match funding from SHDC. Request relates to Totnes food delivery and pay-what-you-feel café activity; reported reach is around 240 Totnes residents weekly plus community dining events.	Clear match funding and direct local delivery.
Totnes Caring	£8,000	£0	Application supports part-funding of the 21-hour Transport Coordinator post. The original application stated an annual post cost of £16,442.24 and described coordination of volunteer drivers, journeys, safeguarding and liaison with health and care partners. Totnes Caring confirms that the Transport Service is operating at a significant projected deficit, with no confirmed external funding or guaranteed income specifically for the service. It currently relies on fluctuating user donations and, where necessary, the organisation's unrestricted funds.	The £8,000 request is already a partial contribution and would not cover the full projected deficit. A reduced award would still assist continuation of the service, but would increase the remaining financial pressure. Without funding, Totnes Caring may need to reduce transport provision.

Organisation	Current request	Other 2026/27 award	Updated evidence	Officer observation
Jamming Station CIC	£10,000	£1,000	Confirmed income £108,843; very likely £60,750; £88,500 to be confirmed/at risk, including this £10,000 request. Reports 100+ weekly engagement, free open-door sessions for 35+ young people twice monthly, charges of £7.90–£20 per Band Session and anticipated bursary/payment-plan support for around 20% of families. A partial award would prioritise safeguarding, youth sessions, bursaries, Mill overheads and reporting.	The separate £1,000 award is ringfenced for Safer Sounds safeguarding development.
TRAYE	£12,000	£0	Three £4,000 gaps: Totnes Youth Leisure Night (£12,000 cost; £8,000 secured), Bridgetown Youth Club (£8,000 cost; £4,000 secured), and Youth Can Make a Difference Forum (£8,000 cost; £4,000 secured). Reports 388 participating young people from Totnes across the activity described.	Request fills the stated funding gap for each project.
Stepping Stones Totnes CIC	£5,000	£1,000	The £5,000 request represents a quarterly bulk purchase from Essential Trading. Stepping Stones states that a purchase at this level secures a sliding-scale discount enabling healthy organic food to be bought at supermarket prices. Any partial award would remain beneficial; the organisation would seek other funds to top the award up to £5,000 and preserve the negotiated discount. The Essential Project is ongoing in response to increasing demand and aims to continue providing families with healthy organic food rather than returning to cheaper ultra-processed alternatives.	The request is for one quarterly bulk purchase. A reduced award would be usable but would require Stepping Stones to secure the balance elsewhere. The separate £1,000 current-year award should be considered alongside this request.
Citizens Advice South Hams	£4,576.50	£0	Request reduced to 30% of project cost after securing Crisis and Resilience Funding from DCC and SHDC. The	Revised request replaces the

Organisation	Current request	Other 2026/27 award	Updated evidence	Officer observation
			applicant states it can contribute 70% and maintain this higher match-funding level until 2028.	original £7,627 request.

6. Material changes since the July report

- Citizens Advice South Hams reduced its request by £3,050.50, lowering total requests to £62,076.50 and the oversubscription to £12,076.50.
- TRAYE provided project-by-project costs and confirmed that each of its three projects has a £4,000 funding gap, together with updated participation information.
- Jamming Station provided a detailed income-risk breakdown, information on family charges and bursaries, and priorities in the event of a partial award.
- Food in Community confirmed £12,000 of SHDC match funding and clarified the Totnes-specific focus and reach of the funded activity.
- Totnes Caring has confirmed the financial pressure affecting its separate Transport Service, the absence of secure service-specific income and the implications of a full, partial or nil award.
- Full detail remains outstanding from Caring Town, which will be shared in due course.
- Stepping Stones have clarified the purpose as outlined above.

7. Devon Community Foundation (DCF) advisory comments

Devon Community Foundation advised that the applications reflect the main needs and priorities identified in the Community Audit and described all applications as strong. It noted the difficulty of assessing how the Audit has informed applicants' work because the Audit and application process overlapped, giving organisations limited time to digest and respond to it.

- DCF asked whether the Council could increase the allocation to fund all applications in full, observing that applicants describe significant financial pressure and risks to service continuity or scale.
- If full funding is not possible, DCF suggested exploring closer working and project alignment between TRAYE and Jamming Station, and between Stepping Stones and Food in Community.
- DCF identified no significant gaps, risks or themes in the proposed portfolio. It noted that communication and digital infrastructure identified by the Audit are not addressed directly by these bids but suggested this may be more appropriately pursued collectively through Caring Town and potentially external funding.
- DCF considered it too early to judge the success of the interim one-year process and suggested reflection in spring, alongside discussion of a longer-term and potentially multi-year framework for 2027/28 onwards.

8. Officer assessment

The additional evidence improves clarity on leverage, direct local reach and the effect of partial funding. The applications remain collectively strong and cover a broad range of needs. The Council

must nevertheless determine a package within the available £50,000 unless it identifies and formally approves an additional funding source.

In balancing awards, Members may wish to avoid treating headline participant totals as directly comparable. The services use different delivery models and measures, including intensive repeat engagement, open-access support, infrastructure, advice outcomes, food provision and transport journeys. The decision should therefore consider both reach and nature, frequency and preventative value of the support.

Any final awards should clearly state the funded purpose, agreed outputs, payment arrangements and proportionate reporting requirements. Where an award is lower than requested, the organisation should confirm the revised delivery proposal before funds are released.

9. Decision table for completion

Organisation	Request	CWG recommendation	Council decision	Conditions / notes
Caring Town	£13,500			
Food in Community CIC	£9,000			
Totnes Caring	£8,000			
Jamming Station CIC	£10,000			
TRAYE	£12,000			
Stepping Stones Totnes CIC	£5,000			
Citizens Advice South Hams	£4,576.50			
TOTAL				

Appendix A - Original report to Council Matters, July 2026

The original applications referenced in this report were previously circulated to all Members by email and are not appended to the current meeting papers.

Report to July 2026 Council Matters

Date: 13 July 2026

Subject: Strategic Community Funding 2026/27 – Applications for Consideration

Report author: Town Clerk

Purpose: To collate and present applications received for the Council's one-off Strategic Community Funding allocation for 2026/27, for initial consideration by Council Matters Committee prior to final decision by Full Council in September 2026.

1. Recommendation

Members are asked to:

- **Note** the applications received under the 2026/27 Strategic Community Funding process.
- **Consider** the extent to which each application aligns with the priorities identified in the recent Community Audit
- **Identify any further information** required from applicants before final consideration by Full Council in September 2026.
- **Note** that Devon Community Foundation will also be asked to provide a view before Full Council makes a final decision.
- **Consider whether to make an indicative recommendation** to Full Council, noting that the available unallocated budget is insufficient to fund all requests in full.

2. Background

The Council has a total Strategic Community Funding budget of **£50,000** for 2026/27. Of this, **£13,500 has already been earmarked for Caring Town** for community coordination, subject to further information being provided and accepted by Council. The remaining available budget for other awards is therefore **£36,500**.

This is a **one-off process for the current financial year only**. It is intended to provide short-term continuity and stability while Members consider a more structured approach to strategic funding from 2027/28 onwards, potentially including multi-year settlements for selected organisations delivering core services or community infrastructure.

Rather than operating an open application process, a limited number of organisations were invited to apply. These were organisations with an established relationship with the Council and/or with services identified as strategically important to Totnes residents. The invited organisations were:

- Caring Town
- Totnes Caring
- Jamming Station
- TRAYE
- Stepping Stones Food Bank
- Food in Community
- Citizens Advice South Hams

Applications have been received from all invited organisations.

3. Strategic Context

The recent Community Audit, undertaken by Dr. Nicola Frost and Dr. Ian Blackwell of Devon Community Foundation, identifies that Totnes' apparent affluence masks higher levels of deprivation than other South Hams towns, with significant issues around low income, economic inactivity through retirement, sickness or disability, and housing quality, access and affordability.

The same audit identifies an estimated **150 VCSE organisations** working in Totnes and notes that the sector is diverse, long-established and heavily reliant on grants, with 40% of organisations reliant on grants from a range of sources.

The audit also highlights several challenges for the VCSE sector, including securing day-to-day running costs, increasing demand for services, short-term funding insecurity, difficulties recruiting and retaining volunteers, the need for better networking and coordination, and the need to improve impact reporting.

Devon Community Foundation suggests that the Town Council consider mechanisms including **renewing Caring Town Totnes, expanding community space, improving communications/digital infrastructure, supporting cross-sector partnership**, and developing a clearer approach to grant-making, including the possibility of larger multi-year grants for selected organisations delivering critical resident services or VCSE infrastructure.

Applicants were asked to align their proposals with the findings and priorities identified in the audit.

4. Financial Summary

The total amount requested from all applicants is **£65,127**, including the £13,500 already earmarked for Caring Town.

The total amount requested from applicants excluding Caring Town is **£51,627**. Against the remaining available budget of **£36,500**, the fund is therefore oversubscribed by **£15,127**.

This means Members cannot fund all applications in full from the current budget unless either additional funding is identified or the September Full Council agrees to partial awards.

1. Summary of Applications Received

Applicant	Purpose of funding request	Amount requested	Total project / relevant annual cost stated by applicant	TTC request as proportion of stated cost	Notes for Members
Caring Town	Community coordination, VCSE infrastructure, digital directory, funding support, network meetings and partnership development. The bid states that funding would contribute towards	£13,500	Not separately stated as a wider total project cost in the application. The proposal	Not calculable from information supplied but believed to be approx. 50% of role costs annually.	Already earmarked by previous Council decision, subject to further information and ratification before funds are released. Strong alignment

	employing a coordinator to restore continuity of core functions during organisational transition.		is framed as a 12-month funding request.		with DCF audit recommendations on coordination, digital infrastructure and cross-sector partnership.
Food in Community CIC	Contribution towards essential costs enabling doorstep food delivery/signposting for Totnes residents and the Totnes pay-what-you-feel café. States the request relates to costs for 26 weeks from 15 September 2026 to 31 March 2027.	£9,000	£20,100	44.8%	Supports food access, preventative wellbeing, social connection and redistribution of surplus food. Applicant states 240 Totnes residents are supported weekly with food and signposting, and that 100 Totnes residents access a nutritious hot meal at each pop-up dining event.
Totnes Caring	Part-funding of 21-hour Transport Coordinator post for community transport service. The application states the coordinator manages volunteer drivers, scheduling, safeguarding/compliance, volunteer support and liaison with health and care partners.	£8,000	£16,442.24 annual cost of the post	48.7%	Supports access to healthcare, community transport and independence for older people and residents living with disabilities or long-term health conditions. Applicant states the service delivered 365 medical appointment journeys, 270 wellbeing journeys and 111 accessible minibus journeys

					last year, supporting 1,435 people.
Jamming Station CIC	Strategic core funding for youth music, wellbeing, safeguarding, risk capacity, open-door youth provision and keeping The Mill safe and accessible. The applicant states this is not a one-off project request but investment in core infrastructure.	£10,000	£251,639 projected annual expenditure; £142,012 core infrastructure costs	4.0% of total projected annual expenditure; approx. 7% of core infrastructure costs	The applicant reports that more than 100 young people attend each week and that more than 1,000 young people were reached across the year through sessions, events, workshops, youth voice and public activity. The proposal also identifies a current projected shortfall of £14,289.
TRAYE	Funding for three established Totnes youth projects: Totnes Youth Leisure Night, Bridgetown Youth Club and Youth Can Make a Difference Forum, each at £4,000. The applicant identifies the total request as £12,000.	£12,000	No wider total project or annual cost supplied in the proposal	Not calculable from information supplied but historically was 50% of total service costs	Proposal focuses on preventative youth work, safe spaces, trusted adult relationships, youth voice and early support. Applicant states it works with more than 1,000 young people each year across South Devon, with Totnes at the heart of its work.
Stepping Stones Totnes CIC	Funding for “The Essential Project”, supporting healthier, more nutritious food for foodbank, TQ9 Food Club and Warm Hearts Café clients. The applicant states the project is	£5,000	£5,000 Essential Project budget; £82,475 annual	100% of specific Essential Project budget; 6.1% of annual	Applicant states its services were used 12,534 times in 2025, a 27% increase from 2024, including 2,957 households,

	intended to continue providing healthier, minimally processed and where possible organic food.		organisational budget	organisational budget	4,273 adults and 1,904 children.
Citizens Advice South Hams	Funding towards maintaining weekly outreach advice sessions at St John's Church, Bridgetown. The applicant states the outreach clinic helps overcome access barriers and reaches digitally excluded residents through a physical presence in the town.	£7,627	£15,255 total 12-month outreach cost	50.0%	Applicant states that during 2025 it helped 610 Totnes residents with 4,618 issues, including 80 supported from the St John's outreach. It also states financial gains of £985,100 for Totnes clients, including £548,186 of new income and £376,329 of debt written off.

6. Applications by Theme

6.1 VCSE coordination and infrastructure

The Caring Town application is most directly aligned with the audit's recommendation to renew or revitalise Caring Town as a central coordinating body for local services and funding. Caring Town seeks to restore continuity of coordination, communication and infrastructure relied upon by the local VCSE sector during a period of organisational transition.

The DCF audit explicitly identifies renewing Caring Town Totnes as a possible mechanism for closer cooperation, sharing ideas and resources, deeper strategic integration, improved infrastructure support and better access to physical spaces.

6.2 Food insecurity, poverty and financial resilience

Food in Community, Stepping Stones and Citizens Advice South Hams each focus on poverty, food insecurity, financial vulnerability, advice, signposting and preventative support.

Food in Community supports 240 Totnes residents weekly with food and signposting and that its service reduces anxiety caused by financial hardship, improves health and wellbeing, and supports social connection.

Stepping Stones operates the Totnes Foodbank, TQ9 Food Club and Warm Hearts Café, and describes itself as a hub offering practical, emotional and social support.

Citizens Advice South Hams provides free, independent, confidential and impartial advice across social welfare law, including benefits, debt, energy and utility bills, health, employment and family issues.

6.3 Youth provision, wellbeing and prevention

Jamming Station and TRAYE both focus on youth provision, preventative wellbeing, trusted adult relationships, belonging, confidence and early intervention.

Jamming Station is described as a youth-led music and wellbeing organisation providing a safe and consistent place for young people to be seen, valued and taken seriously.

TRAYE is described as a grassroots, relationship-based youth work charity providing safe spaces, trusted relationships and meaningful opportunities for children and young people to thrive.

Both applications align with the DCF audit's recognition of the importance of organisations supporting families, children and young people, as well as its comments on the need for appropriate physical locations for key services and co-location opportunities.

6.4 Health, access and ageing population

Totnes Caring's application focuses on community transport and access to healthcare for older people, adults living with disabilities, long-term health conditions and residents experiencing social isolation. Community Transport Service enables residents unable to access public transport to attend healthcare appointments and remain active in their community.

The DCF audit notes that Totnes has a notable economically inactive population owing to retirement, sickness or disability, and that Citizens Advice reports high levels of disability and long-term health conditions among those seeking support.

7. Budget Position and Funding Options

7.1 Overall position

Budget / request category	Amount
Total Strategic Community Funding budget	£50,000
Already earmarked for Caring Town	£13,500
Remaining available budget	£36,500
Total requested including Caring Town	£65,127
Oversubscription against total budget	£15,127

8. Matters for Members to Consider

Members may wish to consider the following when reviewing the applications:

- **Strategic alignment:** How clearly does the application respond to the DCF audit priorities, including prevention, poverty, health and wellbeing, youth provision, infrastructure, coordination, physical space, digital information and cross-sector partnership?
- **Essential or preventative nature:** Does the proposal sustain a service that prevents escalation of need or supports residents who are vulnerable, isolated, financially insecure or otherwise at risk?
- **Impact on Totnes residents:** How directly and measurably does the proposal benefit residents within the Town Council area?
- **Value for money and leverage:** What proportion of the project or service cost is being requested from the Town Council, and what other funding is confirmed or pending?

Prior and current-year support: Members may also wish to take account of previous community grant awards to each organisation, together with any other funding requests already awarded or recommended in the current financial year, so that recommendations reflect the overall level of Council support as well as the strategic merits of each proposal.

- **Risk of non-award or reduced award:** What would be the likely consequence if the Council did not fund the request, or funded it only in part?
- **Collaboration and coordination:** Does the applicant work collaboratively with other local organisations and contribute to the wider VCSE ecosystem?
- **Reporting and accountability:** Are outputs, outcomes and reporting mechanisms clear enough to support future monitoring?
- **Portfolio balance:** Taken together, would the funding awards provide a balanced investment across the needs identified in the audit, including food insecurity, financial advice, youth provision, transport/access, and VCSE infrastructure?

9. Further Information Suggested

Before final decision by Full Council, Members may wish to request the following additional information:

Applicant	Suggested additional information
Caring Town	Clarification of detailed workplan, governance arrangements following trustee transition, role description for coordinator/project manager, outputs for the £13,500 earmarked award, and how this links to any future community/youth/wellbeing hub work.
Food in Community	Confirmation of any further secured or pending match funding beyond the £12,000 South Hams District Council contribution, and clarification of whether the £20,100 cost covers the full Totnes-specific delivery period only.
Totnes Caring	Updated position on the projected transport service deficit, confirmed income for the service, and whether a partial award would still allow the Transport Coordinator post/service to operate.

Jamming Station	Confirmation of which income lines are secured, pending or at risk, given the projected shortfall and reliance on some unconfirmed income streams. £1,000 funding already recommended for the current financial year.
TRAYE	Total cost of the three projects, current secured/pending funding for each, and confirmation of whether the £12,000 request represents full or partial project costs.
Stepping Stones	Confirmation of whether the £5,000 Essential Project is the full cost of the proposed purchase and whether any reduced award would still be viable. Noting funding has already been awarded in this year towards this project.
Citizens Advice South Hams	Confirmation of the match funding position from Devon County Council and South Hams District Council, and whether the St John's outreach can continue if a partial award is made.

10. Options for Council Matters Committee

Members may wish to recommend one of the following approaches to Full Council:

Option 1 – Defer any funding recommendation pending further information

Council Matters could note the applications, request further information from applicants, and ask Devon Community Foundation to provide an independent view before Full Council considers final allocations in September.

Advantage: Allows final decisions to be better informed and aligned with the DCF audit.

Disadvantage: Provides no early indication to applicants.

Option 2 – Make an indicative, non-binding recommendation to Full Council

Council Matters could agree an indicative funding package, subject to further information and DCF comment.

Advantage: Gives applicants and Full Council a clearer starting point.

Disadvantage: Any recommendation may need to change if additional information raises concerns or alters priorities.

11. Conclusion

The applications received demonstrate significant ongoing demand within Totnes' VCSE sector and reflect many of the issues identified in the DCF audit, including financial hardship, food insecurity, youth wellbeing, access to healthcare, social isolation, the need for coordination, and the challenge of sustaining core services.

The total value of requests exceeds the available budget. Members are therefore asked to consider not only the merits of individual applications, but the overall shape of the funding portfolio and whether it represents a balanced, strategic and proportionate investment in the services, outcomes and community infrastructure most important to Totnes residents.

Council Matters is asked to consider the applications initially on **13 July 2026**. A final decision will be taken by Full Council in **September 2026**, by which point any further information requested from applicants and the view of Devon Community Foundation can be taken into account.

Appendix A – Summary of Requested Funding

Applicant	Amount requested
Caring Town	£13,500
Food in Community	£9,000
Totnes Caring	£8,000
Jamming Station	£10,000
TRAYE	£12,000
Stepping Stones	£5,000
Citizens Advice South Hams	£7,627
Total requested	£65,127

Appendix B – Funding requests previously received from applicants in the current financial year

1. Stepping Stones – awarded £1000 for The Essential Project (healthier food options in the food bank)
2. Jamming Station – recommended £1000 for Safe Sounds (SEND and safeguarding work)

Appendix C – Historical funding information

The table below summarises previous community grant decisions recorded in the attached historical awards schedule for the organisations invited to apply to the 2026/27 Strategic Community Funding process. It is intended as contextual information only. It does not, of itself, determine whether an organisation should or should not receive strategic funding in 2026/27.

Applicant	2022/23	2023/24	2024/25	2025/26	Current FY separate requests noted
Caring Town	£3,100	—	£1500	£9,000	£13,500 already earmarked from Strategic Community Funding, subject to further information.
Food in Community	—	£2,645.90	£5,031	—	No separate current-year request noted in Appendix B.

Applicant	2022/23	2023/24	2024/25	2025/26	Current FY separate requests noted
Totnes Caring	£4,000	£6,626	£12,446.50	£5,000	No separate current-year request noted in Appendix B.
Jamming Station	£0	—	£1,000	£3,800	£1,000 recommended for Safe Sounds (SEND and safeguarding work).
TRAYE	£2,000	£3,750	£8,750	£10,500	No separate current-year request noted in Appendix B.
Stepping Stones	£2,400	£3,530	£0	£5,000	£1,000 awarded for The Essential Project (healthier food options in the food bank).
Citizens Advice South Hams	£7,000	£5,969	£7,913	£5,000	No separate current-year request noted in Appendix B.

- The current-year entries for Stepping Stones and Jamming Station are taken from Appendix B of this report and should be considered alongside any strategic funding recommendation to avoid viewing the 2026/27 request in isolation.
- The figures should be used as context for overall Council support, not as a substitute for assessing strategic alignment, need, deliverability, value for money and impact.

APPENDIX B: Clarification sought from applicants and information received.

Taken from Council Matters notes July 2026:

Applicant	Additional information requested
Caring Town	Clarification of detailed workplan, governance arrangements following trustee transition, role description for coordinator/project manager, outputs for the £13,500 earmarked award.
Food in Community	Confirmation of any further secured or pending match funding beyond the £12,000 South Hams District Council contribution, and clarification of whether the £20,100 cost covers the full Totnes-specific delivery period only. Confirmation that funding is for the food delivery service element of the operation.
Totnes Caring	Updated position on the projected transport service deficit, confirmed income for the service, and whether a partial award would still allow the Transport Coordinator post/service to operate.
Jamming Station	Confirmation of which income lines are secured, pending or at risk, given the projected shortfall and reliance on some unconfirmed income streams. £1,000 funding already agreed for the current financial year by separate application. Requesting clarification around how many Totnes young people are served and

	what they pay to attend the sessions, including clarification on the bursary element of the budget.
TRAYE	Total cost of the three projects, current secured/pending funding for each, and confirmation of whether the £12,000 request represents full or partial project costs. Further information needed on the Youth Can Make a Difference element. Request for the number of Totnes children attending the clubs.
Stepping Stones	Confirmation of whether the £5,000 Essential Project is the full cost of the proposed purchase and whether any reduced award would still be viable. Noting funding has already been awarded in this year towards this project.
Citizens Advice South Hams	Confirmation of the match funding position from Devon County Council and South Hams District Council, and whether the St John's outreach can continue if a partial award is made.

Food in Community

Beyond the confirmed £12,000 contribution from South Hams District Council, we do not currently have any additional secured funding allocated specifically to this service. We are continuing to seek grant funding to support our wider food insecurity and community resilience work. We have recently submitted an application to Devon Community Foundation for funding towards food costs and the expansion of our community food share groups, although no decision has yet been received.

We can confirm that the £20,100 cost outlined in our application covers the delivery of our food support and signposting service over the period specified in the application. This includes support for Totnes residents and residents of surrounding areas served through the same operational infrastructure.

The £9,000 requested from Totnes Town Council represents a contribution towards the Totnes element of this service. The majority of costs relate directly to food delivery, including staffing, volunteer coordination, transport, food logistics and associated operational overheads. The £900 café venue hire cost has been included because our pay-what-you-feel café acts as an important access point through which residents can engage with us, seek help and be connected to food box deliveries and wider support. In the spirit of a "no wrong door" approach, it provides an accessible and non-stigmatising route into food support and signposting services. The café also provides opportunities for face-to-face engagement - reducing social isolation nearly all diner who self-report as feeling lonely, volunteering opportunities and learning around how to make healthy meals from surplus produce. It generates a small income that is reinvested into supporting our box scheme for vulnerable residents. All other costs outlined in the application directly enable delivery of our crisis food support service.

Our service directly contributes to several Community Audit priorities, including food insecurity and financial resilience, support for vulnerable residents and families, health and wellbeing, and reducing social isolation. Food in Community has delivered this service successfully for more than 14 years and continues to experience strong demand from Totnes residents facing food insecurity and related challenges. The service supports residents experiencing food insecurity, many of whom face multiple and overlapping challenges, including disability, long-term health conditions, caring responsibilities,

financial hardship and restricted mobility. Around 60% of our Totnes beneficiaries live with a disability or serious health condition, while around half of supported households experiencing severe food insecurity include children. By improving access to nutritious food and linking residents to wider sources of support, the service helps some of the community's most vulnerable households maintain their health, wellbeing and independence during periods of hardship.

Through food support and signposting, we help households improve food security, diet quality and financial resilience. Our monitoring shows that around 70% of households receiving crisis support need further intervention following their time as a food delivery service user. Addressing the underlying causes of food insecurity through practical support, signposting and connection to money help and other services, is a vital element, helping households build longer-term resilience rather than repeatedly returning for emergency assistance.

The funding requested has been calculated as the amount required to maintain the current level of service for Totnes residents throughout the funding period. This is a frontline service responding to ongoing demand from residents facing food insecurity and multiple, often complex, challenges. A reduced award would inevitably reduce delivery capacity, resulting in fewer households receiving support and limiting our ability to provide the intensive signposting and practical assistance that enables around 70% of households to move beyond crisis support and achieve stability over the longer term.

Like many organisations in the sector, we are operating in an increasingly challenging funding environment. The funding requested forms an important part of the baseline funding required to sustain this service. Without support from Totnes Town Council and success in securing other complementary funding, including pending grant applications, it is difficult to see how we could maintain the current level of provision.

We believe this represents a strong investment in a proven, preventative service that delivers direct benefits for Totnes residents while helping to reduce pressure on NHS, housing and other statutory services. Based on our most recent social value assessment, Food in Community generates an estimated £22 of social value for every £1 invested through a combination of food support, improved wellbeing, volunteer engagement, community resilience and food waste reduction.

In addition, support from Totnes Town Council would strengthen our ability to secure future grant funding by demonstrating local confidence in a proven service with a strong track record of delivery.

We therefore respectfully ask Members to consider the full funding request in recognition of the service's demonstrated impact, strong value for money and direct contribution to the priorities identified through the Community Audit. The Town Council's support would play an important role in ensuring continuity of this essential service for Totnes residents at a time when demand remains consistently high.

Totnes Caring

The Transport Service is currently operating at a significant projected deficit and remains an area of financial pressure for Totnes Caring.

At present, we have no confirmed external funding or guaranteed income specifically for the Transport Service. The service is currently reliant on donations from people using the scheme, alongside support from Totnes Caring's unrestricted funds where necessary. As donations fluctuate, they cannot be considered a secure or predictable source of income.

I think it is also important to emphasise that £8,000 is already a request for a partial contribution towards the service. The £8,000 would not cover the full projected deficit, and Totnes Caring would still need to meet the remaining shortfall and continue seeking other sources of funding.

The funding requested would make a significant contribution towards maintaining the delivery of the service. If we were to receive a further reduced award, it would still be valuable and would contribute towards maintaining the service; however, the remaining financial pressure would increase.

Without funding, we may need to consider reducing the level of transport provision we are able to offer. This is something we would very much like to avoid, particularly given the role the service plays in helping local residents access medical appointments, health services and community activities and the increased costs for those in our community attending appointments- as demonstrated in our original application.

Alongside seeking funding, we are continuing to look at ways of improving the longer-term sustainability of the service, including increasing volunteer driver capacity and reviewing how contributions towards journeys are collected. Currently, grants and applications for transport services are becoming less and less, which has impacted our position significantly. But we are still looking.

We would therefore be extremely grateful for the Council's support. The £8,000 requested would not eliminate the financial pressures facing the service, but it would make a substantial contribution towards its continuation and give us greater stability while we work towards a more sustainable longer-term model.

I hope this provides the additional information Members require, but please do let me know if there is anything further that would be helpful ahead of the meeting.

Jamming Station

Thank you for the opportunity to provide further information. We have focused this response on the areas requested by Members: our income position, the number of Totnes young people we support, what families pay, bursary support, sustainability and the impact of any partial award.

1. Reach and direct benefit to Totnes

Jamming Station's impact is broader than the number of young people enrolled in one programme, and we think it is helpful to show both **overall reach and depth of engagement**.

Our current reach

- 100+ young people engage with Jamming Station every week.
- Last year 95 young people took part in 216 Band Sessions, alongside 80 Emerging Artist rehearsals, 12 Chill Space sessions and 9 public gigs/showcases.

- Across sessions, events, workshops, youth voice, performances and collaborations, we reach 1,000+ young people annually.
- Our free open-door sessions currently attract 35+ local young people aged 15–25 twice each month.
- Through wider community use of The Mill, we estimate a further 1,000+ local people each year access activities delivered by partner organisations and community groups.
- Our Neurodiversity Trainer is projected to work with 8 additional organisations and 80+ participants over the coming year.
- Our Designated Safeguarding Lead has direct contact with 20+ parents each month, helping families overcome difficulties and enabling young people to remain engaged.

Overall, Jamming Station and The Mill now support or engage more than 2,000 people each year across youth, cultural and community activity. There will inevitably be some crossover between these groups, so we do not present this as an exact unique-user total.

80% of our participants within our programme live within Totnes and surrounding district.

Depth of engagement

Headline participant numbers do not tell the whole story of youth provision.

Many of our young people attend a two-hour session every week and remain with us for several years. We work alongside them through formative transitions from childhood into adolescence and adulthood.

During that time young people may progress from joining a Band Session to rehearsing independently, performing publicly, volunteering, mentoring others, learning technical skills or moving into further education and employment.

Our Band Sessions have now run continuously for 15 years. High retention, long-standing waiting lists and rapid growth since moving into The Mill demonstrate both the demand for the service and the importance young people place on having something consistent they can return to.

Alongside music, there is significant pastoral support. Needs around mental health, anxiety, neurodivergence and family circumstances have increased, requiring greater staff skills, training and safeguarding capacity.

For this reason, we believe value should be considered through reach, frequency of contact and depth of engagement, rather than unique participant numbers alone.

2. What families pay and how our bursaries work

Our open-door provision for 15–25 year olds is completely free, including food, drinks and activities. These sessions currently reach 35+ local young people twice monthly, including young people with additional support needs.

Since the loss of dedicated youth club provision in Totnes, we believe this increasingly fulfils an important preventative role: providing somewhere safe to go, trusted adults, positive activity and early support.

Our current Band Session charge ranges between £7.90 and £20 per session.

Parent contributions are an important part of the mixed-income model which has allowed us to sustain Band Sessions for 15 years. We would like to offer more provision at lower cost or free, but in the current funding climate we believe it is important to maintain a service that is affordable, consistent and sustainable, rather than relying entirely on short-term grant funding.

At the same time, we are committed to ensuring that money is not a barrier to participation.

For the coming term we have expanded our bursary scheme and introduced a broader sliding scale, reflecting the Government's expansion of Free School Meal eligibility.

Support now includes:

- families meeting targeted Free School Meal criteria;
- families covered by expanded Free School Meal eligibility/Universal Credit;
- additional support for families on particularly low incomes;
- families who consider themselves to be on a low income but do not qualify for Government support.

We also offer payment plans where spreading the cost makes participation manageable.

We estimate that around 20% of our families will either receive bursary support or request a payment plan this coming term. We are seeing a noticeable increase in families needing to talk to us about affordability.

Each term we actively invite parents to contact us if finances are difficult so that we can find a workable solution together.

3. The Mill - more than an overhead

An important part of our cost base is maintaining The Mill as a permanent youth and community space in central Totnes.

Our operating model is necessarily different from organisations able to deliver largely through hired village halls or shared community spaces. We carry year-round costs including rent, utilities, insurance, building management, maintenance, safeguarding and supervision.

However, the building itself is fundamental to the service.

It enables young people to have a place they recognise and return to; somewhere to rehearse, perform, volunteer, access support and build relationships over time. It also gives us the flexibility to respond to young people and families outside the boundaries of a single booked session.

The Mill also benefits a much wider section of the community.

As its main tenant and day-to-day caretaker, we work with local partners including Autism Wellbeing CIC, Transition Town and local schools, alongside groups supporting people experiencing mental health difficulties and domestic violence, families with autistic children, parent-and-child groups and other community activity.

We estimate this wider use reaches a further 1,000+ local people each year.

We therefore see the costs of The Mill not simply as organisational overhead, but as an investment in youth and community infrastructure for Totnes.

4. Income: confirmed, likely and at risk

Our updated income position is:

Income position	Amount
Confirmed	£108,843
Very likely	£60,750
To be confirmed / at risk	£88,500

The £88,500 currently includes the £10,000 requested from Totnes Town Council.

Confirmed - £108,843

This includes:

- DMEH funding;
- Arts Council England Grassroots Venue funding;
- Band Session parental income;
- confirmed fundraising gig income;
- Devon Community Foundation;
- just over half of our anticipated Trusts and Foundations income, which has already been secured.

Very likely - £60,750

This includes income streams which we can forecast with reasonable confidence from previous performance and activity already underway:

- venue hire;
- donations;
- smaller in-house fundraisers;
- DCC income;
- our major Rock 'n' Roll fundraising auction at St Mary's Church on 9 October.

Projected auction income is based on comparable events previously delivered by local fundraiser and event organiser Francesca Allen.

To be confirmed / at risk - £88,500

This is predominantly grant income.

The grant environment has become significantly more competitive and increasingly difficult to predict. Our recent Youth Music Trailblazer application was unsuccessful partly because of very restricted funding available for the South West and greater funding priorities elsewhere in the country.

We also find that being based in a TQ9 postcode can restrict access to funding targeted towards geographical areas identified through national deprivation measures, despite the significant needs we see within individual Totnes families.

Current or anticipated applications include Arts Council England Project Grants, UK Youth, BBC Children in Need and National Lottery, alongside other Trusts and Foundations.

The separate £1,000 Totnes Town Council award already agreed this financial year is for the ringfenced Safer Sounds safeguarding development project. It is distinct from this Strategic Funding request: the £1,000 supports the development of improved safeguarding systems, while Strategic Funding would help sustain the staffing, supervision and infrastructure required to put those systems into practice across our ongoing provision.

5. Sustainability and impact of Town Council funding

We recognise that relying heavily on grants is becoming less sustainable.

Our business strategy is therefore shifting towards increasing unrestricted and earned income, including:

- regular giving through our new Jam Fam supporter scheme, launching at the 9th October auction;
- larger and smaller fundraising events;
- increased private and community hire of The Mill;
- donations;
- parent contributions where families are able to pay.

This diversification is important to reducing our reliance on an increasingly unpredictable grant landscape.

Town Council funding would therefore sit alongside a much larger mix of income rather than funding Jamming Station in isolation.

Our original £10,000 request represents only around 7% of our core infrastructure costs and approximately 4% of our projected annual expenditure, but it would provide valuable stability to the part of our work which project grants find hardest to fund: safeguarding, staffing, supervision, access and the infrastructure that keeps The Mill safely open.

If only a partial award is possible, we would prioritise:

- 1. Safeguarding and risk capacity**
- 2. Core youth session support**
- 3. Bursary and hardship support**
- 4. Mill overheads and reporting**

In summary

Jamming Station's impact is not only about how many people come through the door once.

It is the combination of:

- 2,000+ young people reached each year overall
- 100+ young people engaging every week for 36 weeks each year for Band Sessions
- 35+ young people twice a month accessing completely free open-door provision
- 1,000+ additional people benefiting from wider community use of The Mill
- long-term relationships with young people and families, often lasting several years
- a permanent, safe youth and community space in the centre of Totnes.

Our aim is to maintain something young people and families can rely on: accessible provision, trusted relationships and a place that remains there week after week and year after year.

Strategic Community Funding would help us sustain that continuity while keeping provision affordable and accessible to those who need it most.

TRAYE

Thank you for the opportunity to provide further information regarding our funding request.

The total costs and current funding position for each of the three projects are as follows:

Totnes Youth Leisure Night

Total project cost: £12,000

Funding secured: £8,000

Funding pending: £0

Funding gap: £4,000 - this is the amount we have requested from Totnes Town Council

Bridgetown Youth Club

Total project cost: £8,000

Funding secured: £4,000

Funding pending: £0

Funding gap: £4,000 - this is the amount we've requested from Totnes Town Council

Totnes Youth Can Make a Difference Forum

Total project cost: £8,000

Funding secured: £4,000

Funding pending: £0

Funding gap: £4,000 - this is the amount we've requested from Totnes Town Council

The £12,000 requested represents **a contribution towards the overall cost** of these projects.

Youth Can Make a Difference

The Totnes Youth Can Make a Difference is TRAYE's youth participation forum. Over the last year it used a hybrid model, combining face to face meetings with online participation when the young people have been writing funding bids or completing research. From September 2026 it will be fully face to face at TUFC as we have been donated a laptop to be able to complete funding/ research/ youth voice activities.

The forum meets fortnightly on Tuesday's after school time and currently has **111** active members, with approximately **10 - 20** young people participating in each meeting. Young people help to identify local priorities, shape TRAYE's activities and projects and communicate their views about matters affecting them.

Participation by Totnes children and young people

We recognise the importance of demonstrating the direct benefit received by Totnes residents, particularly given the additional financial contribution made by Totnes Town Council.

Currently, the number of active members who attend Totnes Leisure Centre is: **330 with between 40 - 50 young people attending each session**, Bridgetown Youth Club: **17 and 10 - 15 young people attending each session** and Totnes Youth Can Make a Difference Forum: **111 with 10 - 20 young people attending each session**. This amounts to **458** young people in total. I've checked our statistics and the total number of young people attending from Totnes is: **388**. The other young people come from surrounding areas.

We hope this provides the additional clarification requested and would be very happy to supply any further information required.

Stepping Stones

The amount of £5,000 represents a quarterly bulk purchase from the whole food wholesaler Essential Trading, from whom we have negotiated a significant sliding scale of discounts. A bulk purchase of £5,000 attracts the level of discount that allows us to buy healthy organic food at supermarket prices. Any contribution towards this amount of £5,000 is still hugely beneficial and would be greatly appreciated. In order to reach the level of £5,000 and therefore maximize our agreed discount we would seek to top-up whatever amount we are awarded with funds from elsewhere.

The Essential Project is an ongoing project because there is an ever-increased demand for our services, as set out in the Evidence of Demand section of our original submission.

The aim is to continue providing our families with healthy organic food and not to have to return to the ultra-processed food from the supermarket. These cheap products do not enable our clients to thrive, especially the children.

Citizens Advice

Thank you for your email outlining the funding decisions to be made by the Town Council. Having spoken with Janie, and taking into account the demands on this year's funding pot from various charities across the town, our Crisis and Resilience Funding from DCC and SHDC means we're able to increase our contribution to 70% of the project costs. We'd therefore be looking to the Council for the remaining 30% — £4,576.50.

We have this additional funding until 2028, so we can match-fund at this higher level until then. From 2028 onwards, we'll need to look again for extra funding to keep the outreach running.

I hope this helps, please let me know if the Councillors need any further information.
Thanks as always for your support.

ITEM 7 – SOUTH HAMS HATOC CONSULTATION

Devon County Council (South Hams HATOC) (Traffic Regulation) Tranche 3 Amendment Order

The advert for these proposals [not all] will be in the South Hams Gazette on 20th August - a copy of the advert with statement of reasons, plans and draft order are attached. If you object or have any other comments in relation to a proposal, please use the form that will be on <https://devon.cc/alwrp> from 20th August until **11th September**

Where appropriate there will be the usual exemptions including those in relation to picking up/setting down passengers, loading/unloading goods and disabled persons vehicles.

Devon County Council propose to make this under the Road Traffic Regulation Act 1984 to introduce in

TOTNES: No Waiting At Any Time on specified lengths of Blackpost Lane, Follaton Bungalows, Follaton House Access Roads and Higher Westonfields; Limited Waiting Mon-Sat 9am-6pm 3 Hours No Return Within 3 Hours on specified lengths of Follaton Bungalows. The details are:

Schedule 1.001 No Waiting at Any Time

Blackpost Lane, Totnes

- (i) the north-east side from its junction with A385 Blackpost Cross To True Street Cross for a distance of 118 metres in a south-easterly direction
- (ii) (ii) the south-west side from its junction with Bridgetown Hill in a south-easterly direction to a point 12 metres south-east of its junction with Blackpost Lane

Follaton Bungalows, Totnes

- (i) the north side from its junction with Follaton House Access Roads in an easterly direction to the extended property boundary of Nos. 1/2 Follaton Bungalows

Follaton House Access Roads, Totnes

- (i) the east side from its junction with Plymouth Road to its junction with Follaton Bungalows
- (ii) the south side from its junction with Follaton Bungalows for a distance of 9 metres in a westerly direction
- (iii) the west and north side from its junction with Plymouth Road for a distance of 13 metres in a southerly then westerly direction

Higher Westonfields, Totnes

- (i) the east side from its junction with Blackpost Lane for a distance of 14 metres in a southerly direction
- (ii) the west side from its junction with Blackpost Lane for a distance of 15 metres in a southerly direction

Schedule 4.248 Limited Waiting Mon-Sat 9am-6pm 3 Hours No Return Within 3 Hours

Follaton Bungalows, Totnes

- (i) the south side from its junction with Follaton House Access Roads for a distance of 72 metres in an easterly direction

Schedule 1.001 Revoked Restrictions

Blackpost Lane, Totnes

- (i) the north-east side from its junction with A385 Blackpost Cross To True Street Cross for a distance of 31 metres in a south-easterly direction
- (ii) the south-west side from a point 68 metres north-west of its junction with Higher Westonfields in a north-westerly direction to its junction with Bridgetown Hill

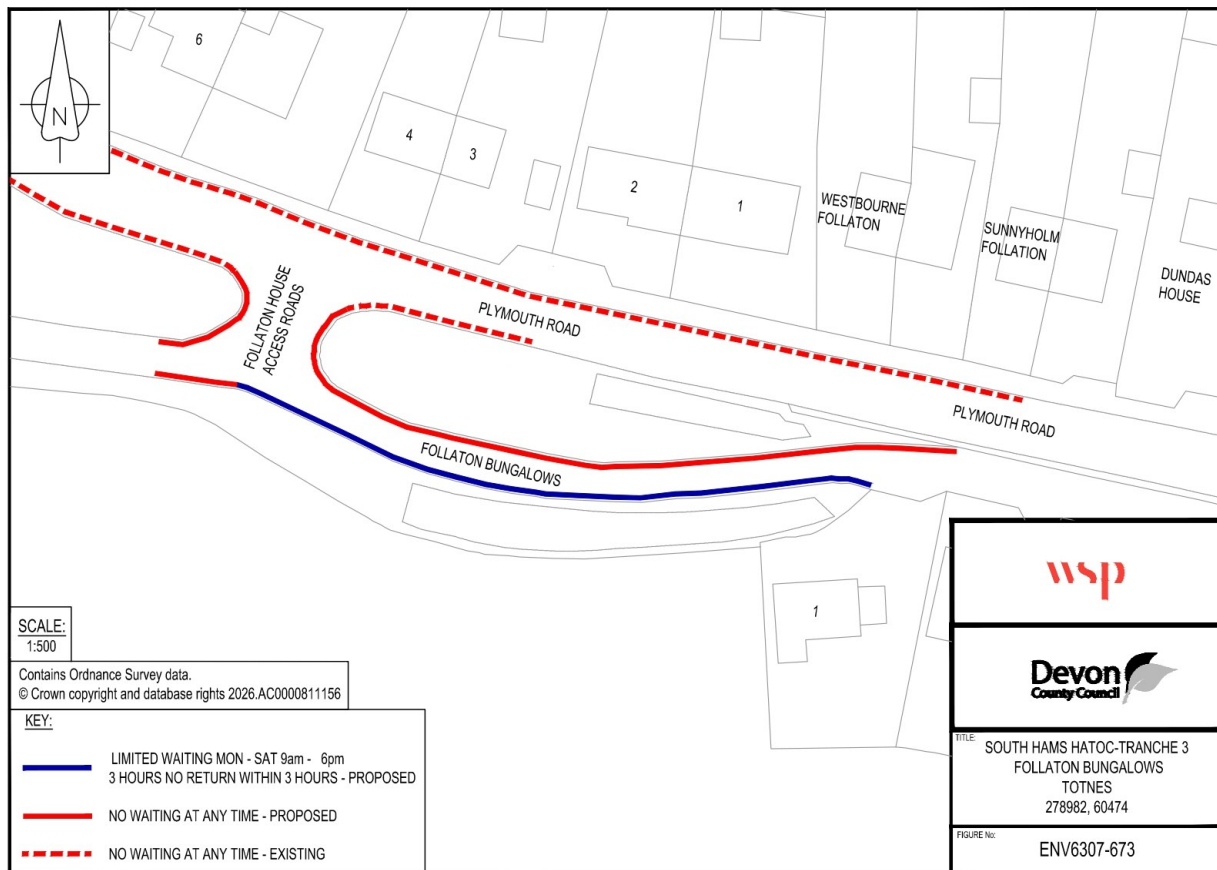
Where appropriate there will be the usual exemptions including those in relation to picking up/setting down passengers, loading/unloading goods and disabled persons vehicles.

Statement of Reasons

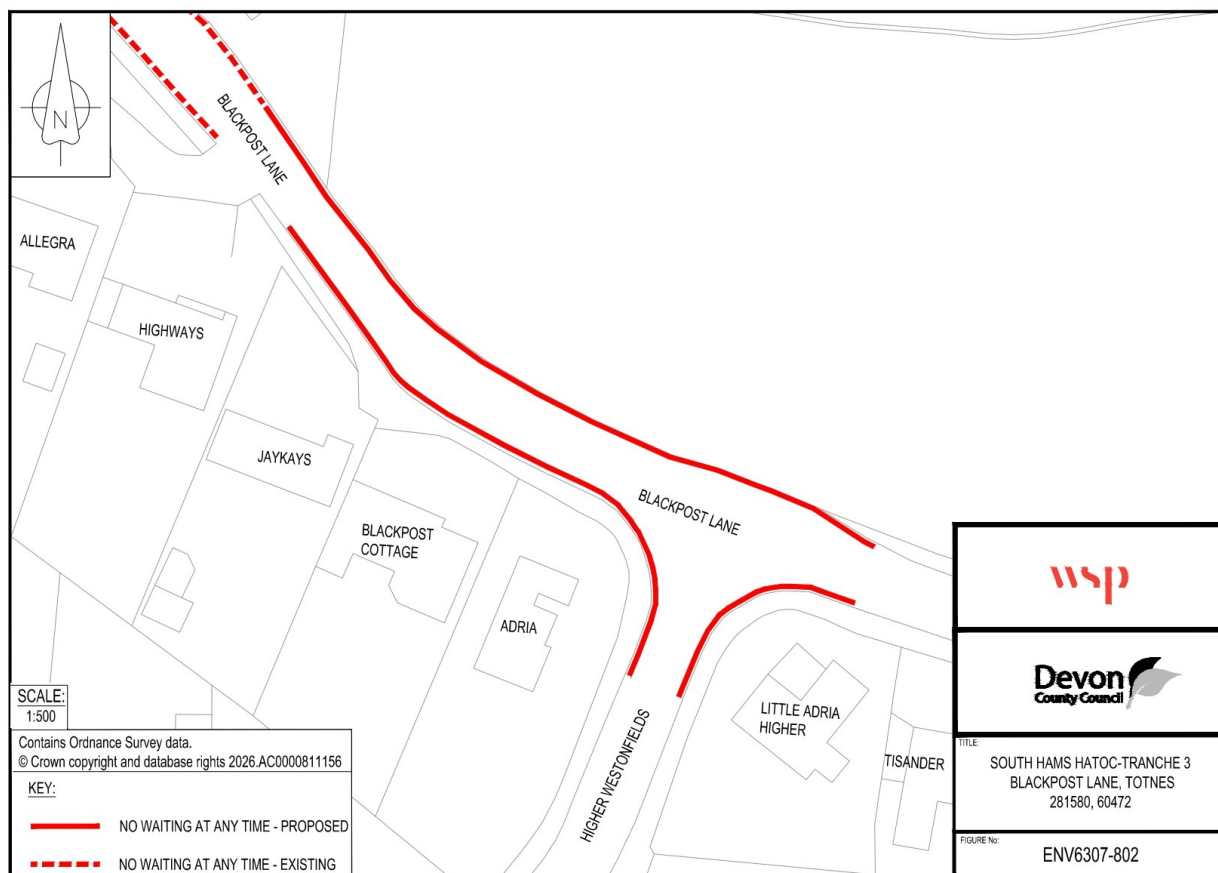
The restrictions are being proposed to resolve minor local issues that have been reported to the Council and considered as part of the South Hams Highways and Traffic Orders Committee local waiting restrictions programme. Specific details of what is proposed at each location can be found within the deposit documents.

The restrictions are proposed to avoiding danger to persons or other traffic using the road or for preventing the likelihood of any such danger arising, for facilitating the passage on the road or any other road of any class of traffic (including pedestrians) and to preserve/improving the amenities of the area through which the roads run.

Site No	Road Name	Town	Proposal	Statement of Reason
ENV6307-673	Follaton Bungalows	Totnes	Introduce Limited Waiting Mon-Sat 9am-6pm 3 Hours No Return Within 3 Hours and No Waiting At Any Time	To improve parking turnover.
ENV6307-802	Blackpost Lane	Totnes	Extend No Waiting At Any Time	To prevent obstructive parking and improve visibility



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File name C:\USERS\INMS05849\WSP 0365DCC HATOC ALWRP - DOCUMENTS\26 LOCATIONS TRANCHE 3\03 WIP\3B DRAWING\WORKING DRAWINGS\SOUTH HAMS\ENV6307-802- BLACKPOST LANE,TOTNES.DWG, printed on 04 May 2026 1.41.34 PM, by Selvarajan, Mayaraj

ITEM 9 – LIST OF MEETING DATES, COMMUNICATIONS POINTS AND LINK COUNCILLOR UPDATES

Month	Full Council, 7pm	Council Matters Committee, 6.30pm	Planning Committee, 6.30pm	Town Matters Committee, 6.30pm
September	Monday 7 th	Monday 14 th	Monday 21 st	Monday 28 th
October	Monday 5 th	Monday 12 th	Monday 19 th	None
November	Monday 2 nd	Monday 9 th	Monday 16 th	Monday 23 rd
December	Monday 7 th	Monday 14 th	Monday 21 st	None

September

Community Working Group – 1st September at 6.00pm

Full Council – 7th September at 6.30pm

Economy Working Group – 9th September at 6.00pm

Council Matters Committee – 14th September at 6.30pm

Environment and Public Realm Working Group – 16th September at 4.30pm

Planning Committee – 21st September at 6.30pm

Town Matters Committee – 28th September at 6.30pm

October

Full Council – 5th October at 6.30pm

Council Matters Committee – 12th October at 6.30pm

Planning Committee – 19th October at 6.30pm

November

Full Council – 2nd November at 6.30pm

Council Matters Committee – 9th November at 6.30pm

Planning Committee – 16th November at 6.30pm

Town Matters Committee – 23rd November at 6.30pm

December

Full Council – 7th December at 6.30pm

Council Matters Committee – 14th December at 6.30pm

Planning Committee – 21st December at 6.30pm

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

Link Councillor Updates