# AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL

# MONDAY 2ND NOVEMBER 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 2nd November 2026** at **7.00pm** for a maximum of 120 minutes the purpose of transacting the following business:

### 1. WELCOME TO ALL ATTENDING AND OBSERVING

The Chair will read out the following statement:

Welcome to everyone attending and observing the meeting.

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

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

### 2. APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS

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

---

*The Committee will adjourn for the following items:*

Reports from County and District Councillors:

- **a.** County Cllr Hodgson – no document.
- **b.** District Cllr Allen – no document.
- **c.** District Cllr Birch – document attached [page 3].
- **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 5th October 2026 – document attached [page 6].

To note the following minutes:

b. Council Matters Committee 12th October 2026 – document attached [page 10].

c. Planning Committee 19th October 2026 – document attached [page12].

### 4. CONSIDERATION OF ANY MATTERS ARISING REQUIRING A DECISION

To consider any matters arising from the Minutes and to approve any recommendations from Committees (document enclosed, page 15):

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

a. Full Council 5th October 2026.
b. Council Matters Committee 12th October 2026.
c. Planning Committee 19th October 2026.

**5.** COMMUNITY WORKING GROUP

To consider the following Community Working Group recommendations (document attached, page 15):

a. in principle support for a community fridge.
b. 2027/28 Budget.

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

To note a list of upcoming meeting including 2027 calendar of meetings. Mayor Making and Annual Town Meeting dates, Council communications points and link Councillor/Councillor representatives on outside bodies updates - document attached [page 16].

**7.** NEXT MEETING

To note the next meeting date of Monday 7th December 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.*

---

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

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

**9.** GROUNDS MAINTENANCE CONTRACT

To consider the quotes received for the Council's Grounds Maintenance Contract (commercial). Document attached.

**10.** TRANSFER OF FUNDS

To consider a transfer of funds from the current account to the savings account. Verbal update.

**11.** ASSET TRANSFER

To consider the outcome of the Asset Transfer application to South Hams District Council and next steps. Verbal update.

Agenda produced by:
Catherine Marlton
Town Clerk
28th October 2026

ITEM 2 – DISTRICT CLLR REPORTS

ITEM 2C – DISTRICT CLLR BIRCH REPORT

**John Birch**
**SHDC Member for Totnes**
**Report to the meeting to be held on**
**Monday 2 November 2026**

I report on the following

**Motorhomes using Longmarsh Car Park.**
When the Council introduced the Motorhome Parking Policy, it was intended as a parking-only provision rather than a fully serviced motorhome facility. The scheme was developed to provide short-term overnight stopovers for self-contained motorhomes, supporting tourism and encouraging visitors to spend time and money within local communities before continuing their journeys to established campsites and holiday parks.

The terms and conditions of the scheme require motorhomes to be fully self-contained with on-board toilet and washing facilities. In addition, there is a strict requirement that no foul water, grey water, or toilet waste is discharged within the car park. Stays are limited to a maximum of two consecutive nights, reflecting the policy's purpose as a short-stay stopover provision rather than a destination campsite.

A key consideration when developing the policy was to ensure that SHDC was not competing with existing local businesses that provide camping and caravan facilities. In the case of Longmarsh, there is an established caravan site on Steamer Quay Road that offers dedicated visitor facilities for longer stays. The Council's intention was therefore to complement, rather than compete with, such businesses.

Where concerns are raised SHDC officers carry out an investigation, and in doing so have not found any significant concerns relating to the disposal of waste, foul water, or toilet waste associated with motorhome use.

SHDC officers patrol the Longmarsh car park on a daily basis and at a variety of times and whilst there carry out formal inspections to ensure compliance with the motorhome policy.

In terms of the request for the installation of public toilet facilities or chemical waste disposal points within the Longmarsh Car Park such a scheme would not be feasible. Chemical toilet waste cannot be discharged into surface water drainage systems and as such would require connection to a suitable foul sewer infrastructure, along with approval from South West Water and compliance with environmental regulations.

Further additional infrastructure will be required, including a potable water supply, metered connection, hardstanding, drainage, wash-down facilities and protective enclosure works.

There would also be ongoing operational costs associated with cleaning, inspections, water usage, maintenance, repairs and potential vandalism. Furthermore, the provision of more formal motorhome facilities may require planning considerations and would fundamentally alter the nature of the current parking provision.

For these reasons, the SHDC has no plans to install additional motorhome servicing facilities or construct a new toilet block at Longmarsh Car Park. It will continue to monitor the operation of the scheme through reports from the parking team, inspections by locality officers and feedback received from residents to ensure the site continues to operate in accordance with the objectives of the Motorhome Parking Policy.

**Lower Field All Weather Pitch**
Following my meeting with Alan Salt, the head of KEVICC, concerning the above he confirmed the following in respect of the management of the All Weather Pitch ("AWP") at Lower Field.

1. As confirmed at the meeting, we have never constituted a management committee for the Community Use Agreement ("CUA"). The pitch has always been managed directly through the College both before joining ESW in 2022 and afterwards. The person(s) managing bookings (more than one person pre 2022 and since) report to leadership on usage and any operational issues that occur as and when they arise.
2. Whilst there is no written practical policy framework, the lettings manager works to agreed principles to ensure that long term repeat users, who in effect have what is in some CUAs "partner club" status, have access to their preferred slots. Casual users or new users are fitted in around those requirements, an arrangement that works well. The AWP has a current waiting list of users who are contacted whenever slots arise.
3. The AWP and adjacent playing pitch has never been and is not proposed for disposal.
4. The pricing has always been benchmarked to reflect averages- current prices are per hour Full Pitch Adults £81.00, Juniors £65.00, half pitch £57.25/£46.00, third pitch £39.90/£32.00
5. The heaviest users with established bookings are Ashmoor (hockey) Dart Valley Hockey, T&D Football, Driftwood, Ipplepen Dads, Ipplepen FC, Shear Soccer and Sharpham Utd.
6. We currently have 9 users (all football) who are on our waiting list- ranging from Dawlish to Exeter, Stoke Gabriel etc.

As you'll know from our meeting, and the previous 2021 public consultation, we've always had and still harbour the ambition to improve sports facilities for the students at the College and the community via the disposal of land currently surplus to requirements. Our ambition is to provide a new 3G surface on the Redworth site, but of course this will be subject to using proceeds from sale of the surplus land as well as getting substantial matched funding from other bodies.

The College is holding a public meeting on Tuesday 10 November at 5.30pm in the Ariel Theatre to discuss the proposed sale of some land at KEVICC and its future plans.

**Council action delivers major reductions in carbon emissions**
SHDC is taking practical steps to cut carbon emissions from its vehicles and buildings, as part of its work to create a cleaner and greener South Hams.

A trial using Hydrotreated Vegetable Oil (known as HVO) instead of diesel, in four of its waste and recycling vehicles saw reductions in carbon emissions of between 79% and 89%. The trial found no compatibility or reliability issues, and the vehicles did not need to be modified to use the alternative fuel.

HVO also improved fuel efficiency in the larger collection vehicles that carry out frequent stop-start journeys, making it particularly suitable as a short to medium-term option for parts of the Council's waste and recycling fleet where electric alternatives are not yet practical. Electrification remains the

Council's long-term priority for smaller vans and light commercial vehicles, and 15 diesel vans have already been replaced with fully electric vans.

If HVO were introduced across the full waste fleet, it is estimated that it could reduce annual emissions by around 1,210 tonnes of carbon dioxide equivalent. This would represent an 81% reduction in emissions from the waste and recycling fleet and a 61% reduction in the Council's overall direct and indirect emissions, based on 2025/26 fuel use.

SHDC is considering expanding and extending the trial at its Ivybridge and Torr Quary depots for a further six months. This would allow the Council to continue assessing fuel costs, operational performance and sustainability before deciding on any wider introduction.

Cllr Nadine Dommett, South Hams District Council's Executive Lead for Decarbonisation of Council Operations, said: "The Council is turning its climate ambitions into practical action across the services and buildings it operates.

"The results of the HVO trial are extremely encouraging. They show that we can make a significant and immediate reduction in emissions from our larger collection vehicles while we continue working towards longer-term, zero-emission alternatives.

"At the same time, our investment in solar energy is helping our leisure centres generate their own clean electricity, reduce their running costs and become more sustainable for the future.

"There is no single solution to reducing our carbon footprint. It requires a range of carefully considered steps, from renewable energy and more efficient buildings to cleaner vehicles and better use of fuel. Together, these projects show the positive progress we are making towards a cleaner, greener and more resilient South Hams."

"While the Council recognises that HVO is not a permanent replacement for zero-emission technology, the fuel could provide an important transition for our larger vehicles where suitable electric alternatives are not yet viable.

Any future procurement would require recognised sustainability certification and checks on the fuel's source. The Council would also continue to review emerging evidence, regulation and new technology to make sure that its approach remains responsible, transparent and effective'.

Cllr John Birch
SHDC Member for Totnes
28 October 2026

# DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL MONDAY 5TH OCTOBER 2026 IN THE GUILDHALL

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

Apologies: Cllrs Hannam, Smallridge and Trant, and District Cllr Allen.

In Attendance: 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.

***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 an update on: local government reorganisation; Devon County Council - consideration of investing pension funds into renewable energy, and the implications of a proposed AI data centre in North Devon (water usage, biodiversity, loss of farm land and food security); a planned meeting with Active Travel England; road safety outside St John's Primary School; the next screening of the People's Emergency Briefing in Bridgetown; and engagement with Enforcement about the caravan at the A381-A385 roundabout.

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

c. District Cllr Birch (DCllr) had submitted a report and updated on: working with officers about the three caravans in the town; possible funding for the visitor economy; repair of the slipway; camping and open fires at Longmarsh; and a meeting with KEVICC about the terms of funding

provided for the all weather pitch. Cllrs raised concerns about the continued problem with camper vans parked overnight at Longmarsh and the top of Kingsbridge Hill who do not have toilet facilities.

d. District Cllr Presswell had submitted a report and updated on: the Totnes to Stoke Gabriel cycle path; and health services at Torbay Hospital.

*The Council reconvened.*

**3. CLERK'S QUARTERLY REPORT**

**To note the Clerk's Quarterly Report for July - September 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 7th September 2026.**

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

**To note the following minutes:**

**b. Council Matters Committee 14th September 2026.**

Noted.

**c. Planning Committee 21st September 2026.**

Noted.

**d. Town Matters Committee 28th September 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 7th September 2026.**

No matters arising.

**b. Council Matters Committee 14th September 2026.**

Item 7. Fixed Assets Policy - It was **RESOLVED** unanimously that the Fixed Assets Policy is adopted.

Item 8. Pay Policy - It was **RESOLVED** unanimously that the Pay Policy is adopted.

**c. Planning Committee 21st September 2026.**

No recommendations.

**d. Town Matters Committee 28th September 2026.**

Item 3b. Economy Working Group: Free Christmas Parking - It was **RESOLVED** unanimously Totnes requests free parking on the 3rd, 10th, 17th and 24th December from 1pm – 6pm.

Item 3c. Environment and Public Realm Working Group:

- Plymouth Road Phone Box - It was **RESOLVED** unanimously that the Council installs and maintains two defibrillators – one in the adopted telephone box on Plymouth Road and one on the Follaton Shop (subject to agreement of the shop/building owner); and approval for the purchase of two IPAD SP1 defibrillator and locked cabinet bundles and signage to convert the telephone box, total cost £2575 +VAT.
- Foundry and South West Water - It was **RESOLVED** unanimously that the Council writes to South Hams District Council (SHDC) Environmental Health about the complaints related to these two locations and requesting that they provide sound and noise data collection for both sites. Cllr Robshaw has offered to the draft letter which should be copied to the MP.

Item 5. Burke and Wills Display - It was **RESOLVED** unanimously that the display remains in situ while further work is carried out, but with the addition of a QR code on the signage linking to a more comprehensive explanation of the cultural sensitivities.

Item 6. Plant-Based Council Catering. It was **RESOLVED** by majority that the policy position on Council catering is amended to: Food for Council functions is locally produced and sustainably sourced, including vegetarian and vegan options.

Item 8. Open Spaces, Sports, Recreation and Wellbeing Plan - It was **RESOLVED** unanimously that the Town Council write to SHDC to ask for a reconsideration of the £8,817 investment for Elmhurst Park in Bridgetown, and to ask for confirmation of the process for adding or changing projects considered for S106 funding going forward.

**6. 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.

**7. CONSULTATION ON PLYMOUTH BECOMING A MEMBER OF THE DEVON AND TORBAY COMBINED COUNTY AUTHORITY AND CONVERSION TO A MAYORAL STRATEGIC AUTHORITY**

**To consider whether the DTCCA should progress to become a Mayoral Strategic Authority, and the potential benefits and concerns associated with that change.**

It was **RESOLVED** by majority to grant delegated authority to the Clerk to respond on behalf of the Town Council, following engagement with members on the content of the response.

**8. NEXT MEETING**

**To note the next meeting dates of Monday 2nd November 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)*

**9. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)**

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

None.

**10. COMMUNITY ASSETS**

**To consider the Community Asset opportunity at Laura House (financial).**

It was **RESOLVED** unanimously not to proceed with the purchase of Laura House given the financial risk involved. Members reiterated their commitment to finding a suitable community and youth space in town, and the Clerk was asked to actively pursue other opportunities for future consideration.

The meeting closed at 8.30pm.

Cllr Tim Bennett
Chair

# DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 12TH OCTOBER 2026 AT 6.30PM IN THE GUILDHALL

**Present:** Councillors D Peters (Chair), L Auletta, C Beavis, T Bennett, J Chinnock, J Hannam, E Price and M Trant.
**Apologies:** None.
**In Attendance:** C Bewley (Finance and HR Manager).

## 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 14th September 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:**

**a. Any grant funding recommendations from the Working Groups.**

The recommendations from the working group were **AGREED** unanimously, that:

- the Totnes Trust application is not funded given the uncertainty over future public access of the site; and to make the Totnes Trust aware of the grants page on the Town Council website that may have grants for public art and sculpture.
- the Living Projects 'Grow Share' application is rejected as the project is based in Dartington and therefore does not conform with the policy requirement of being based within the Totnes parish boundary. It is suggested that they approach Dartington Parish Council for funding.

## 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 July 2026 and the current budget.**

Noted.

**6. ABSENCE MANAGEMENT POLICY**

**To review the Absence Management Policy.**

It was **RESOLVED** to adopt the Absence Management Policy.

**7. PENSIONS DISCRETION POLICY**

**To consider a Pensions Discretions Policy.**

It was **RESOLVED** to adopt the revised Pensions Discretion Policy.

**8. PRIVACY POLICY**

**To review the Privacy Policy.**

To **RECOMMEND** to Full Council that it adopts the revised Privacy Policy.

**9. EXTERNAL AUDIT CERTIFICATE**

**To note the external audit certificate.**

Noted.

**10. DATE OF NEXT MEETING**

**To note the date of the next meeting of the Council Matters Committee – Monday 9th November 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)*

**11. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)**

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

These were reviewed and **AGREED** unanimously.

**12. BIRDWOOD HOUSE REPORT**

**To consider a report on works required at Birdwood House (financial).**

It was **AGREED** to accept the quote for preparing the specification of works and the Listed Buildings Consent application.

**13. STAFFING UPDATE**

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

Noted.

The meeting closed at 7.00pm

C Bewley
Finance and HR Manager
12th October 2026

# DRAFT MINUTES FOR THE PLANNING COMMITTEE MONDAY 19TH OCTOBER 2026 IN THE GUILDHALL

Present: Councillors L Auletta (Chair), T Bennett, T Cooper, J Hodgson (from 18.35) and Trant.
Apologies: Cllrs Collinson, Cummings and Smallridge.
In Attendance: S Halliday (Governance and Projects Manager).

## 1. WELCOME AND APOLOGIES FOR ABSENCE

**To receive apologies and to confirm that any absence has the approval of the Council.**
Cllr Auletta read out a statement about how the meeting would be conducted and recorded. The apologies from Cllrs Collinson, Cummings and Smallridge were accepted.

**PUBLIC QUESTION TIME**
There were no members of the public present.

## 2. CONFIRMATION OF MINUTES

**To approve the minutes of 21st September 2026 and update on any matters arising.**
The minutes were approved as an accurate record of proceedings. There were no matters arising.

## 3. TREE WORKS APPLICATIONS

To make recommendations on the following tree works applications:

3a. 2666/26/TPO - TPO 280; T1: Sycamore - Crown height reduction by 6m removing the dead 3rd-order limbs which will start to fail in windy weather, and keeping the shape of the current canopy at a reduced scale. It is showing complete defoliation as a result of this summer's drought; and a lower branch broken off proved to be dead and dry; the main stem is still alive with live cambium. Hi House, Maudlin Road, Totnes, TQ9 5TG.
Cllrs Hodgson and Cooper declared a personal interest.
Support.

3b. 2775/26/TCA - T1 - Liquidambar - crown height reduction by approx 1.5m to reduce wind loading & reduce chances of main leaders failing. Lateral reduction on all sides by 0.5m - 1m following crown height reduction. Priory Orchard, Priory Avenue, Totnes, TQ9 5HR.
Comment – the Committee is unable to comment due to insufficient information. As no arboricultural report has been submitted, the Committee would welcome the views of the Tree Officer, particularly as there has been a lot of tree works in the vicinity and the Committee is concerned about the loss of biodiversity and wildlife habitat.

3c. 2768/26/TCA - T1 Ash - Fell/dismantle and remove. Reasons for works - the removal is requested on the grounds of health, safety, property protection, and spatial constraints. Meadow View, Rowsells Lane, Totnes, TQ9 5AG.
Object. There is no arboricultural report submitted on the condition of the tree's health to support its proposed felling. The Committee is concerned that this is a prominent tree on the edge of the water meadow and felling will impact on biodiversity and the role that it plays in flood management.

3d. 2839/26/TCA - T1 - Walnut - Fell - Close proximity to adjacent mature Copper Beech is compromising the health of both trees & T2 - Small Yew - Fell - No lower branch growth, top-heavy poor form, standing up against the hedge in lower NE corner of the garden. Chy Vean, Priory Avenue, Totnes, TQ9 5HR.
Support, subject to the Tree Officer's confirmation that this will not adversely affect the setting in the conservation area.

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

4b. 2732/26/LBC - Variation of existing Listed Building Consent to add fire protection to internal structural walls and ceilings, introduce a mist-based fire suppression system, and replace the existing commercial W.C with an accessible WC. 1 The Plains, Totnes.
No comment to make.

4c. 2749/26/FUL - Change of use of first & second floor office (B1) to one (C3) dwelling and associated works. Maisonette, 4 Castle Street, Totnes.
Support.

4d. 1705/26/LBC – Listed Building Consent to replace existing roof covering. Chime House, 3A High Street, Totnes, TQ9 5NN.
Comment – while the Committee supports the proposed roofing work in principle, there is inadequate information from an accredited conservation professional on the specification of the materials to be used and the proposed works to a heritage asset to form a view. On this basis the Committee defers to the Heritage Officer. The Committee is particularly concerned that this is a prominent location (as the roof is clearly visible from St Mary's Churchyard) with no information about the colour of the Spanish Slate (which should match existing) or any works to the chimney stack.

**5. DISABLED PARKING AND CONTROL OF WAITING ORDER**

**To consider a disabled parking and control of waiting amendment order proposed for Lower Collapark.**

Support.

## 6. NON-DESIGNATED HERITAGE ASSETS

**To consider any buildings/features in Totnes that should be considered as non-designated heritage assets.**

It was explained that this is an initial discussion ahead of a future request from South Hams District Council for suggestions and will be returned to at the next meeting for any additional ideas. As well as the non-designated heritage assets identified in the Totnes Neighbourhood Plan, the following should be included (reflecting the recent expansion of the conservation area in Totnes) and a final list posted on the Totnes Town Council website:

- Maudlin Road – Garfield Place, Eiffel Place, Albert Place, Shaftsbury Place.
- Brooklands.
- Somerset Place.
- 2-6 Dart Villas.
- The stone building on the corner of Dart Villas and Totnes Down Hill.
- The Wakefield Almhouses - Wakefield Studios (Station Road), Wakefield Court (Station Road) and 1-3 Wakefield Cottages (Church Close).
- Northgate Cottage (Castle Street).
- Elmhirst Site Lower School building (Ashburton Road).

## 7. DATE OF NEXT MEETING

**To note the date of the next meeting of the Planning Committee – Monday 16th November 2026 at 6.00pm in the Guildhall.**

Noted. Cllrs Auletta and Hodgson gave their apologies.

The meeting closed at 7.30pm.

Sara Halliday
Governance and Projects Manager
October 2026

ITEM 4 – RECOMMENDATIONS FROM COMMITTEE

**4a. Full Council 5th October 2026**

No recommendations.

**4b. Council Matters Committee 12th October 2026**

Item 8. Privacy Policy - To **RECOMMEND** to Full Council that it adopts the revised Privacy Policy.

**4c. Planning Committee 19th October 2026**

No recommendations.

ITEM 5 – COMMUNITY WORKING GROUP

a. Community Fridge - Members considered the community fridge proposal. Reference was made to correspondence from Community Development Officer at South Hams District Council, confirming that whilst the District Council supports the concept of a community fridge, it had been unable to identify a suitable location within its ownership, including Civic Square, car parks and Steamer Quay, due to operational, practical and health and safety considerations. The District Council had suggested that a community building or other community hub may provide a more suitable location and had indicated a willingness to contribute £500 towards the project should a funding application be submitted.
It was reported that the project group is now likely to focus on identifying alternative locations rather than Civic Square.

It was **RECOMMENDED** to Full Council that the Community Fridge proposal be supported in principle.

4. **Community Budget 2027/28**

It was **RECOMMENDED** to Full Council that the 2027 Community budget is as below:

| **Community 2027/28** | |
|---|---|
| Newsletters, Annual Meeting, Community Thank you event | 3000 |
| Defibrillator Pads and batteries | 500 |
| New Town Lighting | 10000 |
| Bunting | 3000 |
| Enabling Fund | 500 |
| **TOTAL** | **17000** |

ITEM 6 - 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 |
|---|---|---|---|---|
| **November** | Monday 2nd | Monday 9th | Monday 16th | Monday 23rd |
| **December** | Monday 7th | Monday 14th | Monday 21st | None |
| **January** | Monday 4th | Monday 11th | Monday 18th | Monday 25th |
| **February** | Monday 1st | Monday 8th | Monday 15th | None |

**November**
Full Council – 2nd November at 6.30pm
Economy Working Group – 3rd November at 2.00pm
Remembrance Sunday – 8th November, 10.30am at the Guildhall for St Mary's Church at 10.45am
Council Matters Committee – 9th November at 6.30pm
Community Working Group – 10th November at 3.00pm
Planning Committee – 16th November at 6.30pm
Environment and Public Realm Working Group – 18th November at 4.30pm
Town Matters Committee – 23rd November at 6.30pm
Christmas Lights Switch On – 24th November 3.00-6.00pm

**December**
Full Council – 7th December at 6.30pm
Council Matters Committee – 14th December at 6.30pm
Planning Committee – 21st December at 6.30pm

**January**
Full Council – 4th January at 6.30pm
Council Matters Committee – 11th January at 6.30pm
Planning Committee – 18th January at 6.30pm
Environment and Public Realm Working Group – 20th January at 4.30pm
Town Matters Committee – 25th January at 6.30pm
Traffic and Transport Forum and AGM – 27th January at 6.30pm

**February**
Full Council – 1st February at 6.30pm
Council Matters Committee – 8th February at 6.30pm
Planning Committee – 15th February 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**

**CALENDAR OF TOTNES TOWN COUNCIL MEETINGS 2027**

| | Full Council | Council Matters Committee | Planning Committee | Town Matters Committee | Traffic and Transport Forum |
|---|---|---|---|---|---|
| | Monthly | Monthly | Monthly | Bimonthly | Quarterly |
| **Officers attending** | Catherine Marlton | Catherine Marlton (Cover by Christina Bewley) | Sara Halliday | Sara Halliday | Lisa Baumback (Forums only) |
| **Jan = 5** | **Full Meeting4th** | **Meeting 11th** | **Meeting 18th** | **Meeting 25th** | **Forum (27th @ 6.30pm) & SG** |
| **Feb = 3** | **Full Meeting 1st** | **Meeting 8th** | **Meeting* 15th** | None | None |
| **Mar = 4** | **Full Meeting 1st** | **Meeting 8th** | **Meeting 15th** | **Meeting 22nd** | None |
| **Apr = 4** | **Full Meeting 5th** | **Meeting 12th** | **Meeting 19th** | None | **Steering Group (TBC)** |
| **May = 3** | **Annual Meeting 10th or 17th** | **Meeting 17th or 24th** | **Meeting 24th or TBC** | None | None |
| **Jun = 4** | **Full Meeting 7th** | **Meeting 14th** | **Meeting 21st** | **Meeting 28th** | Steering Group (SG) if required* |
| **Jul = 5** | **Full Meeting 5th** | **Meeting 12th** | **Meeting 19th** | **Meeting 26th** | **Forum (29th @ 6.30pm) & SG** |
| **Aug* = 2** | **Recess Committee* 2nd** | None | **Meeting* 16th** | None | None |
| **Sep = 4** | **Full Meeting 6th** | **Meeting 13th** | **Meeting 20th** | **Meeting 27th** | None |
| **Oct = 4** | **Full Meeting 4th** | **Meeting 11th** | **Meeting 18th** | None | **Steering Group (21st @ 6.30pm)** |
| **Nov = 4** | **Full Meeting 1st** | **Meeting 8th** | **Meeting 15th** | **Meeting 22nd** | None |
| **Dec = 3** | **Full Meeting 6th** | **Meeting 13th** | **Meeting 20th** | None | None |

*If required. The Traffic and Transport Steering Group meetings will be held if required – please check with the TTF Chair and these meetings are not open to all (Steering Group members only).

**Meeting dates in May 2027** will be confirmed once the Council knows if the election is to be contested or not (to ensure that sufficient notice is given to the new Council to attend).

Annual Town Meeting on 27th May in the Civic Hall and Mayor Making 10th June.