



AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 4TH NOVEMBER 2024 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 Council, on **Monday 4th November 2024 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 Council 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.
- d. District Cllr Presswell – document attached.

The Council will convene to consider the following items:

3. CLERK'S REPORT (Standing Item)

To note the Clerk's Report for September and October 2024 (general updates and correspondence). Document to follow.

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 Part 2)

- a. Full Council 7th October 2024 – document attached.

To note the following minutes:

- b. Council Matters Committee 14th October 2024 – document attached.
- c. Planning Committee 21st October 2024 – document attached.

d. Strategy Delivery Group 22nd October 2024 – document attached

5. 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):

(Please note confidential minutes can be agreed but any discussion must be held in Part 2)

- a. Full Council 7th October 2024.
- b. Council Matters Committee 14th October 2024.
- c. Planning Committee 21st October 2024.
- d. Strategy Delivery Group 22nd October 2024.

6. COMMITTEE MEMBERSHIP

To consider (no document):

- a. Cllr Hodgson's resignation from the Council Matters Committee; and
- b. Cllr Robshaw joining the Council Matters Committee.

7. COMMUNITY AWARDS POLICY

To consider the revised Community Awards Policy, as recommended in the Council Matters Committee minutes. Document attached.

8. TMO FINANCIAL DELEGATION

To consider updates to Financial Regulations and the Scheme of Delegation for the Council to reflect the financial delegation for the Town Maintenance Officer. Document attached (relevant sections only).

9. CHRISTMAS PARKING

To consider a date for free parking in Totnes in the lead up to Christmas following an offer made by South Hams District Council. Document attached.

10. LIST OF MEETING DATES

To note a list of upcoming meeting dates (including a 2025 meeting calendar), Councillor communications points and link Councillor/Councillor representatives on outside bodies updates. Documents attached.

11. NEXT MEETING

To note the next meeting date of Monday 4th November 2024, 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.

12. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

To consider any recommendations or matters arising that are considered confidential in nature. No document.

13. SOUTH HAMS DISTRICT COUNCIL PROPOSAL

To consider a proposal from South Hams District Council and how to respond (commercially sensitive). Document to follow.

14. ELMHIRST PROJECT (Standing Item)

To consider an update on the Elmhirst project and the delegation of costs associated with the bid process (commercially sensitive). Document attached.

15. STAFFING

To consider giving delegated authority reference a consultation process (staffing). Document to be tabled at the meeting.

Agenda produced by:

Catherine Marlton

Town Clerk

30th October 2024

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.

John Birch
SHDC Member for Totnes
Report to the Totnes Town Council meeting to be held on
Monday 4 November 2024

I report on the following.

Disappointing meeting with South West Water

An article by *Dr David Hancock, a councillor for South Brent ward, South Hams District Council that appeared in West Country Voices*

“South Hams District Council recently welcomed South West Water to the council chamber to discuss the ongoing issues of sewage discharges and the cryptosporidium poisoning in Kingswear and Brixham. It’s fair to say that anticipation was not high amongst many councillors. After all, we had invited chief executive Susan Davey, but she was too busy; in her stead we had three underlings. We had seen South West Water’s previous public engagement about their manifest failings, most recently in Brixham, and only the most foolhardy of us really believed that we had what it takes to pierce their wall of evasion.

And so it went. Apparently, the company representatives we had with us were either not senior enough to answer the questions that councillors had, or were not expert enough in the specifics. The most important thing that we wanted to know was their plan to improve the infrastructure to reduce the number of sewage outflows into our rivers and to prevent any more poisonings. Sadly, although we were assured that there is a plan, our visitors could not share it with us.

However, through the evasions some truths did sneak out if you were listening carefully. South West Water were asked about dividend payments to shareholders and they were unusually forthright. It was not, we were told, the business of a committee at a District Council to be asking about the dividend policy of the company. So that told us. But there was a smidgen more: dividends, we were told, were necessary if investors were expected to stump up the cash to pay for the repair of, what our guests described as, the company’s “ageing infrastructure” – the cause, they admitted, of the poisoning of our waterways. And here was the truth. The privatised system is always going to serve investors, they cannot avoid this. The price of shareholder investment is the movement of revenue away from investment and towards dividends. The question as to whether the scale of necessary investment is incompatible with generous dividends, appears not to have been considered.

Our guests were asked what they would do, if they had the power, to improve the current situation, and so another truth slipped out. It was, they admitted, a good question. It was a good question because the correct answer – have a clear investment plan that systematically reduces discharges of raw sewage into our rivers – could not, of course, be said. What we were told was that, to solve the current problems, South West Water needed to communicate better. Yes, South West Water sees this as a communication problem, rather than one of human effluent poisoning the rivers. Such a parody of corporate insanity would, in other circumstances, be funny.

But the greatest concern from this encounter was that, despite South West Water professing the need to rebuild trust with customers, they seem to lack any sense of what this would actually look like, or have any desire to make it happen. It is simple really, to begin to rebuild trust South West Water needs to be open

and honest about their own failings and present a clear and credible plan that describes how they can get out the mess we are in.

So, where do we go from here? We will continue to welcome representatives of South West Water to the council, because we need to get further than we have done. We will continue to ask South West Water to present a clear and credible plan to the public. We will work with members of parliament, such as South Devon MP Caroline Voaden, to ensure this issue is kept in the national spotlight. And we will work with members of the public and organisations to help to shed light on the problem and demand action.”

Working together to clean up our waters

With cleaner waters a hot topic, organisations have been coming together to see how our local marine industry can do its bit to tackle air and water pollution across the South Hams.

As part of SHDC’s commitment to protect the environment and boost the local economy, it has been working with local marine businesses, harbour authorities and industry experts to help move away from fossil fuel to electric power on the water.

An electric propulsion workshop was organised by SHDC and this took place on 18 October at South Devon College Marine Academy. The message coming out of the workshop was that SHDC wishes to see the local marine economy thrive and embrace the future of electric power. It is important that businesses stay ahead of the curve when it comes to cleaner technologies.

The workshop heard from Salcombe Harbour Authority who talked about its plans to electrify its fleet of vessels including the trial of an electric water taxi and RIB.

There are several projects being delivered by SHDC to help to reduce carbon emissions and pollution along the District’s coast.

Following SHDC’s successful vessel recycling project at Creekside Boatyard in Dartmouth, it is now looking to upscale its work in tackling the issue of abandoned boats across the District.

The council recently partnered with the Royal Yachting Association’s environmental programme, The Green Blue to seek the marine communities’ views on electric propulsion.

It is also working with The Carbon Trust to create a toolkit that will measure the carbon footprint for all boat users in Salcombe Harbour.

Steamer Quay Caravan and Motorhome site

Totnes welcomes a new addition to its tourist trade and the recent opening of the much improved all year round caravan and motorhome site at Steamer Quay is a big plus for the town.

For the first time we will be able to welcome visitors from the site to the town during the Christmas season. Already local shops, pubs and restaurants are benefitting with increased numbers visiting the town.

As part of the improvements the site will now be open all year round and all 46 pitches have been upgraded to new serviced hard standings giving users improved pitch facilities, accessibility and flexibility.

Additionally, the site benefits from a newly refurbished shower and toilet block, plus new motorhome waste points, new service points and a new electric vehicle charging point.

All this has come about as a result of a SHDC decision to invite tenders from organisations willing to invest in the Steamer Quay site to make it an all year round facility and bring about much needed improvements. The successful party was The Caravan and Motorhome Club who in return for a long term lease agreed to invest a sum in excess of £1 million to bring about the much needed improvements and make the site an all year round attraction.

A Tale of Woe in Cistern Street

Since June of this year there has been water coming up through the road at Cistern Street and running down the surface. Gradually this has got worse and is now coming up on to the pavement. With the possibility of cold weather with icy conditions the surface conditions could become dangerous.

Residents contacted South West Water on the basis it may be a leaking pipe. It investigated and said it wasn't and as such not its responsibility.

A resident reported it again to South West Water in August, and after again explaining the situation it stated yet again it wasn't its leak.

The resident subsequently contacted the highway authority, Devon County Council, which she did both by email and by phone. This resulted in the resident being told to contact South West Water, despite her telling DCC she had already done that, twice. DCC stated that it wasn't its responsibility to investigate the leak.

The resident is both frustrated and angry that no one is taking any notice of both her concerns and her neighbour who also contacted SWW.

Following a further plea to DCC this was its response.

"Thank you for your report. As you refer to the problem as a leak this can only be attributed to the SWW apparatus. If the problem is groundwater that has been disturbed by the previous BT works then it may not be resolved.

As it stands, this is not a highway defect that needs to be addressed in accordance with current DCC policies and procedures so I'm unable to arrange the respective investigatory work that will ultimately be required.

If you believe it is a leak from SWW apparatus I can only advise you continue to contact them.

Please do not respond to this email as it is system generated.

I would like to suggest that the Town Council and SHDC make a combined approach to both DCC and SWW to bring about a solution to this long running problem.

Cllr John Birch
SHDC Member for Totnes
29 October 2024

District Councillor Report for Totnes Town Council

from Anna Presswell

29/10/2024

Devon Mental Health Alliance – Totnes Mental Health Hub

A meeting is being arranged with various interested parties in Totnes that, in some way, support mental health at present. The idea of introducing a drop-in 'hub' will be explored. The hub would exist outside pre-arranged clubs, events, support groups; more of a drop-in service but with organised activities as well.

Meeting the South West Regional Development Officer for Great Western Railway

David Whiteway visited a group of councillors and an interested resident at Totnes Station.

He was agreeable to a parking area for electric bikes, but no charging points at this time. The erection of hoardings to display the Mosaic art (in storage presently) would also be a possibility to display, as long as no structural changes to existing buildings, fences occurred.

He agreed the possibility of building display cases or protective cases secured to the outside of a station building or fencing. This is for a future discussion and decision.

The graffiti on the two railway bridges is a Network Rail issue, and graffiti is not a priority, as unsightly as is. I am hoping to engage with Network Rail to discuss potential local artists to cover the graffiti over the road bridge. The river bridge towards the Rare Breeds farm would involve Network Rail professionals due to the obvious dangers involved.

National Rail – drainage opportunities for Borough Park

I am working to arrange a meeting with Network Rail to pursue the existing problem in Borough Park with poor drainage after wet weather, and the limitations to develop the Tennis club unless the drainage has been improved. The existing conversation with Network Rail and the Tennis Club has suggested the cost of the potential engineering would be up to tens of thousands and not worth pursuing. I am also in discussion with Rob Sekula to see if there is any funding or alternative solutions SHDC can offer.

Kingsbridge Hill Vantage Point and Car Park

A meeting was arranged with the chair of the residents group from Kingsbridge Hill and Emma Widdecombe – Principal Assets Officer at SHDC, to discuss the parking problems of vehicle numbers and often persistent overnight parking at the viewing point, plus disability access to the seating. New signage will be put in place to clearly state no overnight parking and time allowance to park during the day, with increased enforcement visits from wardens. Parking lines will be painted so a finite number of vehicles will be allowed.

Totnes Swimming Pool – fundraising for a new pool side

My initial interest in the idea came from the fact that existing tiles around the pool are from the 70's and look particularly shoddy although functional. They also have a 'lip' built over the poolside. Two lifeguards

have to be present in the building so that they can haul someone out, in distress in the pool, up and over this lip. Modern poolside's have a lower surround allowing recovery by one lifeguard. It seemed an opportunity to try and secure funding for a new surface to be built plus bring a more modern luxurious feel to our public swimming pool, and more custom (which presently is waning).

In a recent discussion with [REDACTED] who chairs Tadpool, she will be presenting the idea to the committee this week for agreement in taking this idea forward. There are several substantial grants available to support such a scheme if we are lucky enough to be awarded them, plus a community fundraising event/page can be organised to achieve this.

The newer surface options are a non-slip colourful acrylic composite which can cost around £18,000, or new, improved tiling, for which quotes will be sourced.

Bridgetown Alive AGM

▪ Bridgetown Community Hall:

The Chair gave a brief update on the progress of the hall extension. Planning permission was in the process of being obtained and are hoping for a result by the end of October, and the builder is aiming to start end of November.

Another free Christmas Party will be run this year at the Hall – date to be advised.

▪ Bridgetown Map

[REDACTED] presented a draft of the map which was hugely impressive and professional, detailing shops and businesses as well as the animal statue trail. It is planned to get the map distributed during November via the Totnes Directory.

▪ Community Composting

The Chair gave an update on the progress of the composting group. An application has been made to South Hams District Council to ascertain if they would grant the use of part of the overflow car park on the left leading down to Longmarsh. The Composting Group will initially be operated using BA as its administrator.

• Steamer Quay Galleon

The refurbishment scheme - Two quotes had been obtained and the favoured contractor was the team who originally built the galleon. The quotation is circa £17k and a meeting is to be held with SHDC on the 30th October, to potentially take this forward.



DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 7TH OCTOBER 2024 IN THE GUILDHALL

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

Apologies: Cllr S Collinson and District Cllr Allen.

Not Present: Cllr L Smallridge.

In Attendance: District Cllr Birch, S Halliday (Governance and Projects Manager) 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.

The apologies were received and accepted. There were no amendments to declarations of interest.

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 was present and had circulated prior to the meeting. Cllrs raised no questions. C Cllr Hodson updated on a meeting held last week about Schumacher College and the three transport consultations that are live at the moment.

b. District Cllr Allen was not present and had submitted a report prior to the meeting.

c. District Cllr Birch was present and thanked the Town Council for their support with the Heritage Festival. Cllr Birch answered questions on his written report including: Morrisons Petrol Station erecting fencing around the container alongside the road and whether this has been reported to enforcement, whether the police will respond to incidents of disruptive drunken behaviour; whether the Heritage Festival will run next year; ensuring that the landscaping plan at the Caravan Site is implemented; LCWIP -

the short consultation timeframe which doesn't fit with the Council's meeting cycle, and is there any South Hams District Council (SHDC) funding identified for schemes; Schumacher College; winter fuel payment resolution made by SHDC.

d. District Cllr Presswell was present and answered questions on her written report, including: where the funding for the Galleon repairs will come from, Fusion and TADPOOL; and who – SHDC or the Town Councils – will receive the revenue raised from higher second home council tax.

The Council reconvened.

3. CONFIRMATION OF MINUTES

To approve and sign the minutes of the following Meeting:

(Please note confidential minutes can be agreed but any discussion must be held in Part 2)

a. Full Council 2nd September 2024.

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

To note the following minutes:

b. Council Matters Committee 9th September 2024.

Noted.

c. Planning Committee 16th September 2024.

Noted.

d. Town Matters Committee 23rd September 2024.

Noted.

4. CONSIDERATION OF ANY MATTERS ARISING

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 Part 2)

a. Full Council 2nd September 2024.

No matters arising.

b. Council Matters Committee 9th September 2024

Item 6 – Scheme of Delegation. To be considered under item 6.

Item 15 – Closed Circuit Television Sharing with the Police. It was **RESOLVED** unanimously that: Two local police officers are permitted real-time access to the CCTV footage around the Guildhall (via phone app), subject to:

- a. Accessing the footage should only be for the prevention and investigation of criminal activity, and
- b. The app should not be installed on the officers' personal phones, and
- c. There is a signed agreement that no footage shall be shared and used without the usual completed CCTV request form being completed.

c. Planning Committee 16th September 2024

Item 6 – Parish Housing Profile. It was **RESOLVED** unanimously that that the following comments are made to South Hams District Council:

- The total number of properties is not included;

- Concern that the average rental statistics data is not granular enough;
- Concern that rental figures have been distorted by the residents of Baltic Wharf being moved into rental accommodation in the town whilst remedial works were ongoing; and
- How will these figures be used in relation to the proposed new National Planning Policy Framework guidelines to address housing demand targets? The Council is concerned that unless the data is accurate, the figures could be misleading and the town could be recommended for more housing building/development, and/or not of the type needed, than is required.

Item 9 – E-Bike Scheme. It was **RESOLVED** unanimously that in principle the Town Council supports the logistics required (the loss of one parking space, location to be confirmed) for the South Hams District Council e-bike scheme.

d. Town Matters Committee 23rd September 2024

Item 3d – Environment and Public Realm Working Group. Mosaics. There was discussion about the potential locations for the mosaics and the recommendation was amended.

It was **RESOLVED** unanimously that the mosaics are located at public transport entry points in the town where some overhead protection is afforded, for example:

- Town Council bus shelter on Coronation Road;
- SHDC bus shelter on Coronation Road; and
- the railway station, one on each platform.

This is subject to landowner agreement. The Rotherfold should be kept in reserve as an area to display the mosaics. A final location plan for the mosaics is to be agreed through Full Council. The Mosaics should be accompanied by a plaque stating that the mosaics are on loan from Totnes Town Council.

Item 4 – Community Composting Scheme on Steamer Quay Road. Cllr Hodgson gave an update on the continuing work of the Community Composting Group. It was **RESOLVED** unanimously that whilst the principle of community composting is supported, further work is required to determine: public need and support for a facility in Totnes; a suitable, accessible location; how it will be maintained and by who; who has the long-term responsibility/ liability for the facility; and long-term funding arrangements.

Item 5 – Devon County Council Pension Fund Investments. Cllr Robshaw updated with information from Devon County Council in relation to the wording of the proposed recommendation and suggested the removal of stating figures and companies by name, resulting in an amendment to the recommendation. It was **RESOLVED** unanimously that Totnes Town Council fully endorses and supports the principles and the sentiments of the following motion being put to Devon County Council seeking immediate withdrawal of its investments and pension funds in companies selling arms to Israel as these are contributing to the war in Gaza. We urge Devon County Council to support this motion and adopt an ethical investment policy.

“Further to withdrawing over £2 million in investments from companies selling arms to Israel. Devon County Council now commits to investigating withdrawing any remaining funds invested through its investments and pension funds in any such companies.

Devon County Council seeks immediate withdrawal of these investments, particularly in light of the tragic loss of over 20,000 children in Gaza. Our pension fund should not support activities contributing to such atrocities.

Devon County Council seeks to fully divest from these companies and to uphold values of peace, justice, and ethical responsibility.”

Item 7 - South Hams District Gambling Policy consultation. It was **RESOLVED** unanimously that the Town Council responds to the consultation, supports the proposed policy changes and asks that it includes advertising in public places, for example on bus stops, to ensure gambling advertising is not permitted.

Item 9 – Christmas Markets and Lantern Parade. It was **RESOLVED** unanimously that the Town Council will take part in the lantern procession: with individual Councillors committing to taking part in the procession on 17th December and carrying out any potential repairs to Pegasus in advance; and that Ben Piper is invited to take part in the procession.

**5. ENVIRONMENT AND PUBLIC REALM WORKING GROUP – GROUNDS MAINTENANCE SPECIFICATION
To consider the Environment and Public Realm Working Group’s recommendation on the grounds maintenance specification required to begin a tender process for 2025.**

It was explained that as an exception, this item had come straight to Full Council (rather than through Committee) in order to be able to run the tender process and have figures to inform the budget setting process in the next few months.

It was **RESOLVED** unanimously to accept the grounds maintenance specification as drafted so that the tender process can commence.

6. SCHEME OF DELEGATION

To consider a Scheme of Delegation for the Council.

It was **RESOLVED** unanimously that the Scheme of Delegation is adopted.

7. LIST OF MEETING DATES AND COMMUNICATIONS POINTS

To note a list of upcoming meeting dates (including a 2025 meeting calendar), Council communications points and link Councillor/Councillor representatives on outside bodies updates.

Noted.

8. NEXT MEETING

To note the next meeting date of Monday 4th November 2024, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

Noted.

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.

9. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

None.

10. ELMHIRST PROJECT (Standing Item)

To consider any update on the Elmhirst Site project (commercially sensitive).

There were no updates at this time.

The meeting closed at 8.05pm.

Cllr Emily Price
Chair



DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 14TH OCTOBER 2024 AT 6.30PM IN THE GUILDHALL

Present: Councillors T Bennett (Deputy Chair), C Beavis, J Hodgson and E Price.

Apologies: Cllrs J Chinnock, J Hannam and D Peters.

In Attendance: Cllr T Robshaw, C Marlton (Town Clerk).

1. APOLOGIES FOR ABSENCE

The Chair read a statement about how the meeting would be conducted and recorded. The apologies were accepted.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

There were no members of the public present.

The Committee will reconvene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 9th September 2024 and update on any matters arising.

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

3. BUDGET MONITOR

To consider the Budget Monitor including the reserves projection.

The budget monitor was **AGREED**.

4. MAYOR'S ENGAGEMENTS AND BUDGET

To consider the Mayor's engagements since July 2024 and the current budget.

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

5. FINANCIAL DELEGATION

To consider granting financial delegation to the Town Maintenance Officer to sign for expenditure on the TMO Tools and Consumables budget line.

It was **AGREED** to grant financial delegation to the Town Maintenance Officer on the tools and consumables budget line.

6. COMMUNITY WORKING GROUP

To consider the recommendations from the Community Working Group – point 3: Council Awards policy.

The proposed changes to the Council Awards Policy were **AGREED**. The policy will be updated with the revised text (below) and this will be passed to Full Council to consider its adoption:

- The Life-time Achievement Award is renamed to the Judy Westacott Award.
- The Honorary Freemen process is unchanged and should remain discretionary, and only reserved for exceptional, long serving members of the community.
- Two caveats regarding the Honorary Freeman award are suggested:
 - Serving Councillors cannot apply/be nominated.
 - It should not be awarded when the nominee has undertaken the community role as an exclusively paid position.

7. ENVIRONMENT AND PUBLIC REALM WORKING GROUP

To consider the recommendations from the Environment and Public Realm Working Group - point 2: planter review.

The recommendation was **AGREED**, that:

- There is a phased removal of the planters over two years (rather than the proposed three) at the locations identified (plus an additional three) this year; and
- The planters are offered to schools and community groups as listed (plus KEVICC and Totnes Gardens) at no charge (for example if The Mansion wish to relocate the planters on the pavement within their front paved area).

8. ABSENCE MANAGEMENT POLICY

To review the Absence Management Policy.

It was **AGREED** to adopt the updated Absence Management Policy.

9. WORKING TIME AND LEAVE POLICY

To review the Working Time and Leave Policy.

It was **AGREED** to adopt the updated Working Time and Leave Policy.

10. RECRUITMENT, RETENTION AND SELECTION POLICY

To review the Recruitment, Retention and Selection Policy.

It was **AGREED** to adopt the updated Recruitment, Retention and Selection Policy.

11. BULLYING AND HARASSMENT POLICY

To review the Bullying and Harassment Policy.

It was **AGREED** to adopt the updated Bullying and Harassment Policy.

12. EXTERNAL AUDIT CERTIFICATE

To update on the external audit certificate

The External Audit certificate has now been received and published. It was noted that no concerns regarding the Council's operation were raised. The Town Clerk explained the reason for the delay was due to an administrative/staffing issue at PFK Littlejohn.

13. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 11th November 2024 at 6.30pm in the Guildhall.

Noted.

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

14. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

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

These were reviewed and **AGREED**.

15. CASTLE MEADOW PERMISSIVE PATH

To consider a request to formally acknowledge the permissive path access to Castle Meadow (legal).

It was **AGREED** to give the Town Clerk delegated authority to spend on independent legal advice in relation to this issue. Members were not unsupportive of the need to clarify the status of the lane but felt advice should first be sought.

16. STAFF ATTENDANCE

To note sickness and overtime balances (personal details).

Noted.

17. STAFFING UPDATE

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

The Town Clerk updated on the current consultation process and feedback received. Further to a request from an employee, it was **AGREED** to offer an enhancement of 0.5 weeks' pay.

The meeting closed at 7.45pm

Catherine Marlton
Town Clerk
October 2024



DRAFT MINUTES FOR THE PLANNING COMMITTEE MONDAY 21ST OCTOBER 2024 IN THE GUILDHALL

Present: Councillors T Bennett (Chair), L Auletta, T Cooper, J Cummings and M Trant.

Apologies: Cllrs Collinson and Hodgson.

Not Present: Cllr Smallridge.

In Attendance: Member 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 Bennett read out a statement about how the meeting would be conducted and recorded.

The apologies were accepted.

The Committee will adjourn Standing Orders for the following items:

PUBLIC QUESTION TIME

There were no members of the public who wished to speak.

The Committee reconvened Standing Orders.

2. CONFIRMATION OF MINUTES

To approve the minutes of 21st September 2024 and update on any matters arising.

The minutes were approved as an accurate record of proceedings. Matters arising:

Item 6 – Parish Housing Profile. It was **RESOLVED** to write to South Hams District Council with the comments as drafted.

Item 9 – E-Bike Scheme. It was **RESOLVED** to accept the recommendation.

3. TREE WORKS APPLICATIONS

To make recommendations on the following tree works applications:

3a. 3195/24/TPO - T1 : Liquidambar styraciflua - Crown height reduction by up to 2 meters, lateral crown reduction by up to 2 meters, works required due to the proximity to ours and neighbouring properties & a branch resting on neighbouring property wall, reductions also required to allow more light into neighbouring properties. T2: Juglans regia (Walnut) - Crown height reduction by up to 1.5 meters, Lateral crown reduction by up to 1 meter, reducing the height & width to allow more light into neighbouring property. Victoria House, Victoria Street, Totnes, TQ9 5EF.
Support.

3b. 3014/24/TCA – T1: T1: Lawson Cypress - fell and replant with native species. T5: Purple Leaf Plum - crown lift to provide 4m clearance from driveway and footpath, 2m lateral reduction on Northern aspect to remove encroachment to main road. Hay Hill, Plymouth Road, Totnes, TQ9 5LH.
Support.

3c. 2876/24/TCA - T1: Conifer - removal of overhanging and low hanging branches overhanging garden of 1 North Castle Mews. Bogan Cottage, North Street, Totnes, TQ9 5NZ.
Support.

4. PLANNING APPLICATIONS

To make recommendations on the following planning applications:

It was agreed to bring forward item 4H as the applicant was in attendance.

4h. 3089/24/FUL Change of use from Sui Generis (club) to single dwellinghouse (C3). Totnes House (formerly Totnes Conservative Club), Station Road, Totnes, TQ9 5HW.
Support. The change of use to residential is less of a concern as the property is sited away from Fore/High Street and is located in what is predominantly a residential area.

4a. 2915/24/FUL – Extension to cottage and sub-division to form two separate dwellings. Causen Cottage, The Grove, Totnes, TQ9 5ED.

Object. The comments made by the Committee in July 2024 have not been addressed and concerns remain, namely:

- Rainwater down pipes on the front elevation: are shown discharging directly onto the ground which will cause additional flow onto the lane and potentially affect neighbouring buildings; and the proposed rainwater goods are visually unacceptable in this location on the baste wall within the conservation area. Currently the south-facing roof drainage is taken back into the site to be dealt with and this should remain the case.
- Drainage calculation is based on a roof area of 32sqm but gross GIA is stated as 47sqm therefore the calculation appears incorrect. No calculation has been made for the paving – further information is required on its permeability. Mention is made of smart water butts but none are shown on the plans. The attachment illustrates this discrepancy.
- Creation of 2 x parking spaces (two for each dwelling, currently two in total) will cause congestion problems in the lane and will result in loss of vegetation on both sides of the lane which contribute to the rural character of this location ‘outside’ of the fortified town wall. The structural engineer’s report states that the bank in front of the wall should be retained which is not compatible with the creation of the parking spaces.
- Loss of vegetation and planting in the garden - mitigation for loss of biodiversity is required.
- The location of the proposed air source heat pump is not shown on the plans.

In addition:

- The Ecology Report is out of date and part 2 of the ecology statement is missing.
- Concerns about the alley: question over the ownership of the land where stepped access and the main entrance to the dwelling is proposed – is the Certificate of Ownership correct (representations to the Council suggest Causen Cottage has access over this area only); future accessibility to the rear of the site and from neighbouring properties if steps are introduced; and changing the profile of the alley given its historic significance as a link to Elizabethan House (Totnes Museum) at 70 Fore Street as part of the historic burgage system.

- The applicant has misattributed a statement that the Town Council has requested #2 x car parking spaces – this is incorrect. The Town Council raised concern about the ability to accommodate #2 x spaces as proposed on the lane.

4b. 2276/24/HHO - Householder application for single storey rear extension with pitched roof to provide a larger kitchen & dining space. 4 Brooklands, Totnes, TQ9 5AR.
Support.

4c. 2273/24/HHO – Householder application for demolition of garage and construction of annexe. 38 Follaton, Plymouth Road, Totnes, TQ9 5ND.

Comment – whilst the Committee does not object to ancillary accommodation on this site and of this scale, it has concerns that it does not meet with the objectives of the Climate Emergency Compliance Form in terms of including any renewable energy or storage, or mention insulation proposed for the annexe.

4d. 3113/24/LBC – Listed Building Consent for proposed repairs to building fabric inc. removal & replastering of lime plaster to ground floor, removal of floorboards & replacement of timber flooring. 6 Cistern Street, Totnes, TQ9 5SP.

Comment – the Committee has no objection if the Heritage Officer is content with the solutions proposed. If the flooring is to be removed and replaced, the Committee hopes that insulation is installed under the floor if it is appropriate to do so.

4e. 3098/24/VAR - Application for variation of condition 2 (approved plans) & removal of condition 3 (natural slate) of planning consent 2113/24/HHO. Sharpham Lodge, Moat Hill, Totnes, TQ9 5ER.

Support.

4f. 2457/24/LBC – Listed Building Consent for replacement of external windows and doors. Seymour Court, Bridgetown, Totnes.

Support.

4g. 3264/24/ARV – Application for approval of details reserved by condition 3 (Construction Management Plan) to planning consent 2559/24/LBC. 10 Plymouth Road, Totnes, TQ9 5PH.

Support. The Committee welcomes the document and would wish to encourage that deliveries between 0800-0900hrs and 1500-1600hrs – the school run – are avoided or where this is not possible that a banksman is used to ensure the safety of pedestrians.

5. DEVON AND TORBAY LOCAL TRANSPORT PLAN 4 CONSULTATION

To consider the Devon and Torbay Local Transport Plan 4 Consultation and make any recommendations to Full Council (deadline 30th November 2024).

It was **AGREED** to circulate a draft recommendation (below) out of Committee for inputs to finalise the wording that will go to Full Council in November.

To **RECOMMEND** to Full Council that it responds to the consultation with the following:

On behalf of Totnes Town Council, we welcome the opportunity to comment on the Devon and Torbay Local Transport Plan.

LTP4 commits to "unlocking development" by working "with partners to deliver infrastructure to support the Plymouth and South Devon Freeport" (p18). We believe this must include addressing capacity and safety issues on the A385/381 within Totnes, as the promised economic benefits and job creation at the Freeport will inevitably lead to increased traffic volumes along this road.

The anticipated growth in jobs, especially at Sherford / South Devon Freeport, coupled with the high number of car-based inter-town commuters in Torbay and the Growth Areas, suggests that without strategic improvements to the A385, this key route will become increasingly congested. See Key Statistics Summary Consultation: "highest proportions of commuting by car" in the region are found in these locations, and specifically from Paignton (p30 Consultation Draft). The knock-on effects will be felt not only in Totnes but across South Devon. P34 states "We will expect development proposals, particularly those on the outskirts of Paignton, to mitigate their impact on the operation of the Major Road Network. This includes sections of the A380, A385 and A3022 on the ring road. We will expect this mitigation to include enhancing the active travel infrastructure along the ring road. This will encourage more short distance trips to be made sustainably and free up capacity" but this does not address negative impacts accruing from longer distance travel.

Therefore, while we support the broader aims of the Plan, we have a number of concerns specifically in relation to the absence of investment in critical transport infrastructure along the Major Road Network that passes through Totnes (which also causes knock-on congestion within our town centre).

A385 Congestion and Lack of Investment

The A385/A381 running through Totnes represents a significant bottleneck; this route carries 21,000 AADF vehicle movements (DfT figure 2023) plus an additional 4,000 vehicles which cut through Totnes town centre to avoid congestion on the A roads during peak hours - 70% of this traffic is through traffic. As noted above, the Local Transport Plan does not propose any tangible investment to alleviate delays. Deliverable interventions need to be identified to improve resilience on this route, such as the use of technology to improve vehicle flow and reduce noise levels.

Changes to Redworth Junction were delivered under LTP3, completed in 2013, but long tailbacks continue to occur here. To assist with easing traffic flow we would request that the phasing of the traffic lights is adjusted to favour the heavier flow of traffic at peak hours (towards Plymouth in the morning, and Torbay in the evening). Mitigations to decrease severance across the main road and, thus, to smooth traffic flow within the AQMA zone, should result in faster regional journeys and better local air quality.

Regional Connectivity and Inward Focus of Proposals

Proposals for Torbay predominantly address local transport issues within the bay and do not adequately take into account the wider context of regional connectivity towards the south (northern links towards Newton Abbott and Exeter were improved under LTP3). Given the proximity of Torbay to the Plymouth Urban Fringe and Freeport, and Plymouth City itself, the plan should consider improvements that enhance transport links between these key growth areas. The absence of tangible improvements to connectivity between these regions is a missed opportunity to create a more integrated transport network that can support economic growth across South Devon.

Totnes is currently categorised under "Rural Devon, Market & Coastal Towns" within the LTP4. We believe this underplays the strategic location of the town which is critical to the growth agenda of Torbay. We urge a reassessment of Totnes' categorisation to better reflect its pivotal role in regional connectivity.

Improvements within Coastal and Market Towns

Whilst we recognise the importance of improvements within strategic urban centres (Torbay and Exeter), the LTP4 does not currently adequately address the need to improve connectivity both between and within settlements that are included in the Market and Coastal Town place-based strategy and action plan. The aim to 'enhance town centres through reducing the dominance of vehicles and improving the public realm'

is listed in the Growth Area place-based action plan, but applies equally to the Coast and Market Towns in order that they can fulfil the aims of places "to be naturally active".

We strongly support the aims identified on p50 'Town squares and similar public spaces can help support the vitality of town centres and host seasonal and community events that enrich people's sense of place. We will focus on improving these spaces where we can also improve road safety, noise levels, air quality or access to local active travel networks.' but note that no specific actions have been identified that address these. We would be pleased to work with you to achieve these aims.

BSIPs - We support the general intention to improve bus services but are concerned that Totnes will not benefit from specific proposals outlined in LTP4. Connections between Torbay and the Growth Areas need enhancing, and this would naturally facilitate additional provision through Totnes. We note the use of 'Bob the Bus' as a Case Study (p52). Additional support for this service is required and collaborative working as outlined to 'support and broaden community transport services... tailored to specific needs' would be welcomed.

20mph Communities - We strongly support this initiative which we believe should be rolled out universally in settlements as a matter of priority. Reducing speed within towns and villages would significantly support active travel and is an inexpensive way to improve safety, health and wellbeing (p61 'We will also increase the number of 20mph villages and town centres where the limit is justified and locally supported.')

LCWIP - The focus on specific Multi Use Trails should be extended outwards. There is a strong need to create a joined-up network of cycle routes which would enable better commuter travel to encourage behaviour change. Without this people will be deterred from using routes regularly as part of their day to day lives. The Totnes - Buckfastleigh cycle route should be included as it already has significant land owner support.

Green Lanes - 'quiet routes for cycling, walking and riding' are strongly supported but none are identified to be taken forward. Our Traffic and Transport Policy and Open Space, Sports, Recreation and Wellbeing Policy include specific proposals that could be utilised towards this aim.

Additional EV Charging and a 'Hub and Ride' would also be welcomed in town.

Section 9 Asset Management and Road Safety

We support the following initiatives and ask that Totnes is included in rolling these out:

- tune our traffic signal timings to make them more responsive to changing travel patterns and improve traffic flow.
- trial changes to speed limits to improve safety and reduce emissions.
- provide green lanes that enable active travel. We will continue to explore and trial options to do this where it aligns with this plan's objectives and is supported by local communities.

Section 14 Our action plan for rural Devon and market and coastal towns

We strongly support the general measures listed but consider that there needs to be a step-change in delivery, noting that none of the specifically identified schemes include Totnes despite its importance as both a gateway for visitors to South Devon and its strategic location between growth areas.

Conclusion

Totnes Town Council is committed to working with the Torbay, Devon County Council and other stakeholders to address the transport challenges facing our town and the wider region. We urge the CCA to reconsider its approach to investment in regional connectivity, particularly in relation to the A385, and to

include Totnes in future infrastructure plans that align with the broader goals of LTP4, the Devon Carbon Plan, and LCWIPs.

The Committee voted to extend the meeting by 15 minutes.

6. DEVON COUNTYWIDE LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN (LCWIP) CONSULTATION

To consider the Devon Countywide Local Cycling and Walking Infrastructure Plan Consultation and make any recommendations to Full Council (deadline 30th November 2024).

To **RECOMMEND** to Full Council that it responds to the consultation with the following:

Totnes Town Council is saddened that Totnes has not been included in the DCC LWIP for any projects and has the following comments to make:

- We would wish to see the Buckfastleigh to Totnes Sustrans cycle route included in the list of projects, as it is a route that will enable safer cycling to work and school, rather than being predominantly a leisure route.
- Health and Wellbeing section – makes no mention of air pollution or the ‘20’s plenty’ scheme.
- There needs to be a joined-up network of routes as without this, people will be deterred from using them.
- The South Hams District Council LCWIP should be added to the list of LCWIPs in development/adoption. The Council would very much encourage the discussion between Devon County Council and South Hams District Council to encourage joined up thinking on their respective LCWIPs.

7. SOUTH HAMS DISTRICT COUNCIL LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN (LCWIP) CONSULTATION

To consider the South Hams District Council Local Cycling and Walking Infrastructure Plan Consultation and make any recommendations to Full Council (the consultation deadline was 11th October 2024).

To **RECOMMEND** to Full Council that it responds to the consultation with the following:

Totnes Town Council strongly supports the South Hams District Council LCWIP and would welcome funding for the projects. The Council acknowledges that further work is required to fully develop the projects/proposals. The Council would very much encourage the dissemination of this work with Devon County Council to encourage joined up thinking on their respective LCWIPs.

8. WOODLAND CREATION, BOWDEN PILLARS

To consider a proposed woodland creation scheme located at Bowden Pillars Farm, located above Totnes and make any comments to the Forestry Commission.

Support. There is a small concern that some of the permissive paths do not lead anywhere.

9. BOB THE BUS LETTER OF SUPPORT

To consider a request for a letter of support to nominate Bob the Bus for a King’s Award and make a recommendation to Full Council.

To **RECOMMEND** to Full Council that a letter of support is drafted to nominate Bob the Bus for The King’s Award for Voluntary Service.

10. DATE OF NEXT MEETING

To note the date of the next meeting of the Planning Committee – Monday 18th November 2024 at 6.30pm in the Guildhall.

Noted.

The meeting closed at 8.20pm.

Sara Halliday
Governance and Projects Manager
October 2024



STRATEGY DELIVERY GROUP
Tuesday 22nd October 2024 at 6pm
NOTES

Attendees: Cllrs Price (Chair), Bennett, Peters, Trant, Chinnock, Beavis and the Town Clerk.
Apologies received: Cllr Auletta.

A new approach to the SDG meetings was RECOMMENDED to Full Council, replacing SDG meetings with a pre-meet prior to Full Council at 6pm, starting in January 2025.

ACTION: for Full Council consideration.

It was AGREED to implement a traffic light system on the Strategic and Delivery Plan tables for ease of reference.

ACTION: for amendment and circulation.

It was AGREED to arrange an away day (morning and lunch) to go through the Strategic and Delivery Plans and the proposed 2025/26 budget. Suggested location of Dartington, to be paid from the unallocated Strategic Plan budget.

ACTION: Clerk to send a doodle poll to all members with a deadline for input into the draft budget.

1. To consider the notes of the last meeting and actions/updates arising.

Noted.

2. To consider any updates on the Strategic and Delivery Plan tables (attached) including the following suggestions:

- a. (CD5.A) That the Conservation Area Management Plan item currently allocated to 'Community' should be reallocated to 'Environment and Public Realm' and then onto Planning Committee. - AGREED
- b. (CD5.B) That the Neighbourhood Plan item should not be discussed by 'Community' Working Group but should instead go straight to the Planning Committee. - AGREED
- c. Economy Working Group RECOMMEND to the Strategy Delivery Group that the Economy Working Group keep oversight of the South Hams Festival given the economic benefits (should all working group streams agree this is appropriate). Should the focus of the event shift to more community based this can be reviewed. This work stream would usually sit under (CD2) with 'Community'. - AGREED
- d. (EC04) Economy Working Group RECOMMEND to the Strategy Delivery Group that EC04 regarding the Civic/Market Square should be overseen and taken forward by the Economy

Working Group, not the Environment and Public Realm Working Group (should all working group streams agree this is appropriate). – AGREED

ACTION: Tables to be amended accordingly.

3. To receive any updates from the lead Councillors on Community, Economy and Environment/Public Realm

- a. Cllrs ~~Hodgson~~ and Peters
- b. Cllr Bennett
- c. ~~Cllr Roberts~~

Discussion on Community Economic Planning (CEP)

The group discussed the importance of identifying key focus areas for the CEP. Key priorities mentioned included increasing employment space, improving transport, and addressing supply chain issues. The suggestion was made to concentrate on 3-4 tangible priorities for long-term strategic impact, rather than getting caught up in minor details. The discussion included challenges of aligning various stakeholder perspectives and determining what information to gather through consultations. A proposal was made to separate the strategic economic plan for long-term goals from a business forum addressing immediate concerns.

Devon Communities Update

The group reviewed updates regarding potential collaborations with Devon Communities, received from Cllr Chinnock. They have expressed interest in conducting a mapping exercise that aligns with the strategic plan, with a proposal expected within the week. Cost details are pending. The group agreed to ensure representation at upcoming Caring Town meetings. Follow-up was requested regarding contact with the Follaton Community Hall operators.

Budget Planning and Allocation

Discussion centred on budget allocation across environment, economy, and community sections, noting significant unallocated funds in general strategic priorities. The group considered whether existing projects, such as the skate park, required additional funding for completion. Suggestions included offering another community grant process, whilst noting time constraints for process implementation. The group discussed earmarking reserves for future needs and advised careful consideration before complete budget allocation.

It is RECOMMENDED to Council Matters that consideration be given to a second Community Grants process early in 2025, taken from the Strategic Priorities budget.

ACTION: For the November Council Matters agenda.

4. To note the current and proposed expenditure from Community, Economy and Environment/Public Realm budgets and consider whether committee ratification is required. (Please note this was reviewed by Council Matters on 14th October and there are no current further expenditure items proposed.)

Please note that there is currently £66332 of unallocated budget for ‘Strategic Priorities’ on top of the budget breakdowns below.

Noted.

Environment	Budgeted	Paid	Committed	Proposed	Funds remaining
Green Travel	3095				3095
Totnes Gardens	3000	1164	1836		0
Unallocated budget:	15000				
Park benches x 2		1160			13055
Finger post		15	400		
Planter supplies		98			

Mosaics plaque		272			
TOTAL	21095	2709	2236	0	16150

Economy	Budgeted	Paid	Committed	Proposed	Funds remaining
Unallocated budget:	15000				
Xmas window display competition				675	14325
TOTAL	15000	0	0	675	14325

Community	Budgeted	Paid	Committed	Proposed	Funds remaining
Christmas Light Switch On	3000	213	1839	635	313
Christmas Late Nights	14000		6715		7285
Christmas Tree and lights	15000	1978	12648	1400	-1025
Newsletter, publicity, Annual meeting	3000	767	479		1754
Defibrillators	500	112			388
Unallocated budget:	15000				
SHDC event fee		50			12545
Fairy lights, LED lights, batteries, poles, etc		279			
Floodlights		24			
Install and remove bunting			1300		
Land registry fees x 8		24			
Gazebo		778			
TOTAL	50500	4224	22981	2035	21260

5. To note any future Working Group dates:

- a. Community – Tuesday 3rd December at 6pm, Guildhall.
- b. Economy – Wednesday 4th December, 6.30pm – 8pm, Guildhall.
- c. Environment/Public Realm – Wednesday 27th November 2024 at 4.30pm

6. To note the date of the next meetings –

- a. 18th December at 12pm
- b. 25th February at 6pm
- c. 22nd March at 6pm

PLEASE NOTE – these will be replaced by pre-meetings of Full Council if agreed by November Full Council.

APPENDIX A

23RD JULY 2024 - NOTES OF THE LAST MEETING:

Attendees: Cllrs Roberts, Price, Beavis, Cooper, Hodgson, Bennett, Auletta and Peters.
Town Clerk.

7. The notes of the last meeting and actions/updates arising were NOTED.

- a. Chairs and members of WG have been agreed
- b. Terms of reference have been added to Standing Orders
- c. Strategic Plan with action updates drafted
- d. Delivery Plan drafted as a starting point for WG discussion
- e. Meeting with Chairs of SDG and WGs has taken place
- f. Business database is ready for the commencement of the Community Economic Plan
- g. A meeting was held on 16/07/24 reference waste – verbal update was provided.

ACTION: Town Clerk to email other towns about how the wheelie bins/commercial and trade waste bins are stored in town centres.

- h. The meeting with the new Community Development team at SHDC is set up
- i. All three WGs have a meeting date set

8. The Strategic Plan (see attached table) was NOTED.

9. Updates from the lead Councillors on Community, Economy and Environment/Public Realm.

ECONOMY – Cllr Roberts

- a. Cllr Auletta raised the idea of a business expo.
- b. The idea of including the Fair Trade Group and River Dart Cruises was raised in relation to the Community Economic Partnership.
- c. The proposed TTT 20th anniversary event in 2025 was mentioned. How this fits with the proposed South Hams Festival is still unclear.
- d. The need to have early input into the JLP review to ensure sufficient employment/commercial/business land is allocated was discussed.
- e. The meeting with Valeport is arranged.
- f. The meeting with the Chamber of Commerce is arranged.
- g. Possible ACV for the MoD meeting was discussed but no action was agreed.
- h. The development of the market offer was considered positive.
- i. The possibility of starter units on Steamer Quay was mentioned.

COMMUNITY – Cllr Bennett

- j. Cllr Bennett has attended a lot of community based meetings and events, including with Steeping Stones and the schools. Lack of secure ongoing funding and the need for services and support being at an all time high was mentioned.
- k. The provision of community services was discussed, including the meeting with Caring Town coming up, the ask from Community Action, Totnes Caring needing support etc.
- l. The importance of the Leisure Centre was discussed, with concerns about the lack of investment and long term security.
- m. A meeting with SHDC's new Community Development Manager has been arranged.

ENVIRONMENT/PUBLIC REALM – Cllr Hodgson

- n. Cllr Hodgson mentioned the need to add further detail to the Strategic Plan AND the Delivery objectives, such as:
 - i. Environmental Charter
 - ii. Supporting the Climate Hub and TTT
 - iii. Carbon reduction measures in Town Council assets
 - iv. Air quality and traffic management

- v. Keeping wildlife corridors clear of development but also lighting
- vi. Water quality and the River Dart – publishing on the Town Council website.

ACTION: To be discussed at the Environment and Public Realm WG meeting.

- o. CCTV was discussed – a proposal will be going to Council Matters in September
- p. There was an update from the Clerk about the SHDC E-bike scheme – please note this information is confidential at the moment until further detail is clarified and comms strategies agreed.
- q. The importance of Borough Park and getting the Skate Park funded was discussed.

Two miscellaneous items were mentioned:

- the importance of attending the briefing on the South Hams Festival 2025 (Thursday 25th July at 6pm on Teams, see previous email.
- The Image Bank are still seeking a new home and this is becoming urgent given the aspirations of Pizza Pirates/Bike Hub.

10. The DRAFT Delivery Plan (see second part of the attached table) was NOTED.

11. The current and proposed expenditure from Community, Economy and Environment/Public Realm budgets were NOTED.

ACTION: These budgets should be considered at meetings of the Working Groups and any amendments escalated to committee, as necessary.

Community	ORIGINAL	EXPECTED	NOTES
Community Grants	25000	25000	Total spend of £41073. Overspend of £16073 agreed to be taken from the Strategic Priorities budget
Christmas Light Switch On	3000	3000	On target
Christmas Late Nights	14000	14000	On target
Christmas Tree and Town Lights	15000	16025	Expected overspend due to additional infrastructure works required. Will need Council Matters agreement.
Newsletters, annual town meeting and misc	3000	3000	On target
Defibrillators	500	500	On target
Unallocated - £15k transferred from Strategic Priorities	0	13975	Remainder of £15k requiring allocation - covers Christmas light overspend. Ideas include an external audit of provision which would need Council Matters agreement.
SUB TOTAL	60500	75500	
Economy			

Unallocated - £15k transferred from Strategic Priorities	0	15000	£15k requiring allocation. Maybe expenses around the Community Economic Plan?
SUB TOTAL	0	15000	
Environment and Public Realm	ORIGINAL	EXPECTED	
Green Travel/Sustainability	3095	3095	Plus EM reserves circa £5k
Totnes Gardens	3000	3000	On target
Unallocated - £15k transferred from Strategic Priorities	0	13000	Remainder of £15k from Strategic Priorities requiring allocation. Accounts for some money already spent.
New benches and misc expenditure	0	2000	
SUB TOTAL	6095	21095	
Strategic Priorities	ORIGINAL	EXPECTED	NOTES
Unallocated	127405	66332	£66k Approx requiring allocation
Overspend on Community Grants	0	16073	Transferred to Community for grants
SUB TOTAL	127405	82405	
TOTAL	194000	194000	

12. Future Working Group dates were NOTED.

- a. Community – Monday 29th July at 3pm
- b. Economy – Tuesday 13th August at 6pm
- c. Environment/Public Realm – Wednesday 7th August at 6pm

13. Future SDG meeting dates were NOTED.

- a. 22nd October at 6pm
- b. 18th December at 12pm
- c. 25th February at 6pm
- d. 22nd March at 6pm

ITEM 5 – CONSIDERATION OF RECOMMENDATIONS

5a. Full Council, 7th October 2024

No recommendations.

5b. Council Matters Committee, 14th October 2024

Item 6 – Community Awards Policy. See Full Council agenda item 7.

5c. Planning Committee, 21st October 2024

Item 5 – Devon and Torbay Local Transport Plan 4 Consultation. To **RECOMMEND** to Full Council that it responds to the consultation with the following:

On behalf of Totnes Town Council, we welcome the opportunity to comment on the Devon and Torbay Local Transport Plan.

LTP4 commits to "unlocking development" by working "with partners to deliver infrastructure to support the Plymouth and South Devon Freeport" (p18). We believe this must include addressing capacity and safety issues on the A385/381 within Totnes, as the promised economic benefits and job creation at the Freeport will inevitably lead to increased traffic volumes along this road.

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Regional Connectivity and Inward Focus of Proposals

Proposals for Torbay predominantly address local transport issues within the bay and do not adequately take into account the wider context of regional connectivity towards the south (northern links towards Newton Abbott and Exeter were improved under LTP3). Given the proximity of Torbay to the Plymouth Urban Fringe and Freeport, and Plymouth City itself, the plan should consider improvements that enhance transport links between these key growth areas. The absence of tangible improvements to connectivity between these regions is a missed opportunity to create a more integrated transport network that can support economic growth across South Devon.

Totnes is currently categorised under “Rural Devon, Market & Coastal Towns” within the LTP4. We believe this underplays the strategic location of the town which is critical to the growth agenda of Torbay. We urge a reassessment of Totnes’ categorisation to better reflect its pivotal role in regional connectivity.

Improvements within Coastal and Market Towns

Whilst we recognise the importance of improvements within strategic urban centres (Torbay and Exeter), the LTP4 does not currently adequately address the need to improve connectivity both between and within settlements that are included in the Market and Coastal Town place-based strategy and action plan. The aim to 'enhance town centres through reducing the dominance of vehicles and improving the public realm' is listed in the Growth Area place-based action plan, but applies equally to the Coast and Market Towns in order that they can fulfil the aims of places "to be naturally active".

We strongly support the aims identified on p50 'Town squares and similar public spaces can help support the vitality of town centres and host seasonal and community events that enrich people’s sense of place. We will focus on improving these spaces where we can also improve road safety, noise levels, air quality or access to local active travel networks.' but note that no specific actions have been identified that address these. We would be pleased to work with you to achieve these aims.

BSIPs - We support the general intention to improve bus services but are concerned that Totnes will not benefit from specific proposals outlined in LTP4. Connections between Torbay and the Growth Areas need enhancing, and this would naturally facilitate additional provision through Totnes. We note the use of 'Bob the Bus' as a Case Study (p52). Additional support for this service is required and collaborative working as outlined to 'support and broaden community transport services... tailored to specific needs' would be welcomed.

20mph Communities - We strongly support this initiative which we believe should be rolled out universally in settlements as a matter of priority. Reducing speed within towns and villages would significantly support active travel and is an inexpensive way to improve safety, health and wellbeing (p61 'We will also increase the number of 20mph villages and town centres where the limit is justified and locally supported.')

LCWIP - The focus on specific Multi Use Trails should be extended outwards. There is a strong need to create a joined-up network of cycle routes which would enable better commuter travel to encourage behaviour change. Without this people will be deterred from using routes regularly as part of their day to day lives. The Totnes - Buckfastleigh cycle route should be included as it already has significant land owner support.

Green Lanes - 'quiet routes for cycling, walking and riding' are strongly supported but none are identified to be taken forward. Our Traffic and Transport Policy and Open Space, Sports, Recreation and Wellbeing Policy include specific proposals that could be utilised towards this aim.

Additional EV Charging and a 'Hub and Ride' would also be welcomed in town.

Section 9 Asset Management and Road Safety

We support the following initiatives and ask that Totnes is included in rolling these out:

- tune our traffic signal timings to make them more responsive to changing travel patterns and improve traffic flow.
- trial changes to speed limits to improve safety and reduce emissions.
- provide green lanes that enable active travel. We will continue to explore and trial options to do this where it aligns with this plan's objectives and is supported by local communities.

Section 14 Our action plan for rural Devon and market and coastal towns

We strongly support the general measures listed but consider that there needs to be a step-change in delivery, noting that none of the specifically identified schemes include Totnes despite its importance as both a gateway for visitors to South Devon and its strategic location between growth areas.

Conclusion

Totnes Town Council is committed to working with the Torbay, Devon County Council and other stakeholders to address the transport challenges facing our town and the wider region. We urge the CCA to reconsider its approach to investment in regional connectivity, particularly in relation to the A385, and to include Totnes in future infrastructure plans that align with the broader goals of LTP4, the Devon Carbon Plan, and LCWIPs.

Item 6 – Devon Countywide Local Cycling and Walking Infrastructure Plan Consultation. To **RECOMMEND** to Full Council that it responds to the consultation with the following:

Totnes Town Council is saddened that Totnes has not been included in the DCC LWIP for any projects and has the following comments to make:

- We would wish to see the Buckfastleigh to Totnes Sustrans cycle route included in the list of projects, as it is a route that will enable safer cycling to work and school, rather than being predominantly a leisure route.
- Health and Wellbeing section – makes no mention of air pollution or the '20's plenty' scheme.
- There needs to be a joined-up network of routes as without this, people will be deterred from using them.
- The South Hams District Council LCWIP should be added to the list of LCWIPs in development/adoption. The Council would very much encourage the discussion between Devon County Council and South Hams District Council to encourage joined up thinking on their respective LCWIPs.

Item 7 – South Hams District Council Local Cycling and Walking Infrastructure Plan (LCWIP) Consultation. To **RECOMMEND** to Full Council that it responds to the consultation with the following: Totnes Town Council strongly supports the South Hams District Council LCWIP and would welcome funding for the projects. The Council acknowledges that further work is required to fully develop the projects/proposals. The Council would very much encourage the dissemination of this work with Devon County Council to encourage joined up thinking on their respective LCWIPs.

Item 9 – Bob the Bus Letter of Support. To **RECOMMEND** to Full Council that a letter of support is drafted to nominate Bob the Bus for The King's Award for Voluntary Service.

5d. Strategy Delivery Group, 22nd October 2024.

A new approach to the SDG meetings was **RECOMMENDED** to Full Council, replacing SDG meetings with a pre-meet prior to Full Council at 6pm, starting in January 2025.



Community and Council Awards Policy

TOTNES TOWN COUNCIL

AGREED 2ND OCTOBER 2023

NEXT REVIEW **NOVEMBER** ~~OCTOBER 2024~~⁵ [following Oct 24 Council Matters Committee recommendation for revisions to the Community Award and new text to formalise the Honorary Freeman process shown in red]

In March 2022 Totnes Town Council launched its Community Award scheme to recognise the efforts of individuals who volunteer their time to help or enrich the lives of others in the community. **The Council also has discretionary power to bestow the title of honorary freeman on the rare occasion that an individual has shown exceptional long service to the community.**

This policy sets out for each award: the categories of award; eligibility; nomination process; Council consideration of nominations; format and presentation of awards.

Community Award

Categories

There are **three** ~~two~~ categories of Community Award:

- Individual award;
- Community group award; and
- **The Judy Westacott Award for life-time achievement.**

Eligibility

Nominations should be for individuals or community groups that are carrying out their work within the Totnes parish boundary.

Individual Town Councillors and council officers are not eligible to receive an award under this scheme and any nominations for them (regardless of whether they are acting outside of their council role) will be discounted.

Nomination Process

Nominations are invited from members of the public and Councillors to propose one name per category for those who they consider deserve recognition for the time they give to the community. This could be through a number of different ways, for example: caring and supporting those in need; working with young people, the elderly or vulnerable; helping people's health and feeling of togetherness through exercise and sport.

Nominations can be made by email, in writing, by telephone or in person.

The timeline each year for the nomination process is as follows:

- February - nominations will be invited from the public through the Totnes Directory, Town Council Website and Social Media with a closing date of mid-March.

Council consideration of nominations

The timeline for Council consideration of the awards each year is as follows:

- End March - Town Matters Committee will consider the nominations received in Part 2 of the meeting, and make a shortlist of recommendations to Full Council.
- April - Full Council considers Town Matters Committee recommendation.

Format and presentation of awards

Depending on the number of nominations received, the top three nominees in each category (as determined by Full Council) will be invited to attend the Annual Town Meeting in May where the awards will be presented.

Council officers will write to all nominees informing them that they have been nominated and depending on numbers inviting them to attend the Annual Town Meeting.

Certificates will be produced and presented to all nominees, the runner up and winner in each category.

The winners of each award will be presented with a medal based on the town council logo, engraved on the back with the year, name of the winner and the category of award. The individual medal will be presented on a ribbon and the group medal in a presentation box.

All medals and associated costs will come from the Civic Events budget.

Honorary Freeman Award

Process for considering nominations

The process for considering the award of the Honorary Freeman title is set out in the Local Government Act 1972, which was amended by the 2009 Local Democracy, Economic Development and Construction Act 2009 as follows: *"all local councils may exercise powers to confer the title of "honorary freeman" or "honorary freewoman" to persons of distinction and those who, in the council's opinion, have rendered eminent services to the council's area. Section 249(8) of the 1972 Act as amended provides that the admission of an honorary freeman or honorary freewoman must be by resolution made at a meeting of the full council specially convened for such purpose and passed by no than less two-thirds of the members of the council. Section 249(8) also requires "notice of the object of the meeting" to be given. This confirms the need for the agenda with the public notice and summons to members in respect of the council meeting to itemise a motion to confer the title of honorary freeman or honorary freewoman."*

The award of the honorary freeman title is discretionary, and only reserved for exceptional, long serving members of the community.

Eligibility

Serving Councillors cannot apply/be nominated.

It should not be awarded when the nominee has undertaken the community role as an exclusively paid position.

Nomination Process and Council Consideration of Nominations

The Clerk needs to receive a minimum of two separate nominations from members of the public or Councillors for an individual to receive the honorary freeman title before the request is taken to Committee.

Council Matters Committee to consider any nominations in Part 2 (personal information) as required, with a recommendation to Full Council who will discuss and make the final decision.

There are budgetary costs associated with the award of the title, for example invites to all Council events and any ticket costs (borne by the Civic budget) and Council contributions up to £1000 towards the wake after a civic funeral.

Presentation of the Title

Depending on the timing of the decision being made, the title could be awarded:

- in a separate ceremony (as happened in 2019, the last time the title was awarded);
- as part of the Mayor Making Ceremony in May; or
- as part of the Annual Town Meeting (alongside the Community Awards).

ITEM 8 – TMO FINANCIAL DELEGATION

Revised Financial Regulations, Section 5 – Procurement (new/revised text in **bold**)

5.14 Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- Members of the Management Team for specific budget lines as decided by the Clerk for any items below £1000 excluding VAT.
- **The Town Maintenance Officer for the TMO Tools & Consumables budget up to £100 excluding VAT.**
- The Clerk, under delegated authority, for any items below £5,000 excluding VAT.
- The Council Matters committee for all items of expenditure over £5,000 excluding VAT.
- the council for all items over £10,000 excluding VAT.

Such authorisation must be supported by a minute in the case of council or committee decisions, or other auditable evidence trail.

Revised Scheme of Delegation (new/revised text in **bold**)

Section 2.1 Financial Regulations (excerpt)

2.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- a. the Council for all items over £10,000;
- b. the Council Matters Committee for items over £5,000; or
- c. the Clerk/RFO for any items below £5,000.
- d. members of the management team for specific budget lines as decided by the Clerk/RFO for any items below £1000.
- e. **The Town Maintenance Officer for the TMO Tools & Consumables budget up to £100 excluding VAT.**

Overview – Council Officers

Town Maintenance Officer	Approval of payments up to £100 (excluding VAT) on the following budget line: TMO Tools & Consumables.
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Revised chart showing the following information in the 'Council Officers' box: TMO – Tools and Consumables line, up to £100 (ex VAT).

ITEM 9 – CHRISTMAS PARKING

Text of email received on 29th October from Assets at South Hams District Council:

“The Council would like to offer the town council and chamber of commerce the opportunity to have one free day of parking on the lead up to Christmas. We are keen to support town and parish councils with promotional activities in the lead up to Christmas to support local businesses.

Therefore, please let us know which date you would like us to provide a day of free parking. We would ask that you engage with local businesses to ensure everyone is content with the date set.”

In 2023, the free parking day was Wednesday 13th December, see Facebook post advertising the event below:



ITEM 10 – LIST OF MEETING DATES

Month	Full Council, 7pm	Council Matters Committee, 6.30pm	Planning Committee, 6.30pm	Town Matters Committee, 6.30pm
November 2024	Monday 4 th	Monday 11 th	Monday 18 th	Monday 25 th
December 2024	Monday 2 nd	Monday 9 th	Monday 16 th	None
January 2025	Monday 6 th	Monday 13 th	Monday 20 th	Monday 27 th

November

Full Council – 4th November at 6.30pm
 Council Matters Committee – 11th November at 6.30pm
 Planning Committee – 18th November at 6.30pm
 Strategy Delivery Group – No meeting
 Town Matters Committee – 25th November at 6.30pm
 Christmas Lights Switch On Event – 26th November 3-6pm in the Civic Hall
 Environment and Public Realm Working Group – 27th November at 4.30pm

December

Full Council – 2nd December at 6.30pm
 Community Working Group – 3rd December at 5.30pm
 Economic Working Group – 4th December at 6.30pm
 Council Matters Committee – 9th December at 6.30pm
 Planning Committee – 16th December at 6.30pm
 Town Matters Committee – no meeting

January

Full Council – 6th January at 6.30pm
 Council Matters Committee – 13th January at 6.30pm
 Planning Committee – 20th January at 6.30pm
 Town Matters Committee – 27th January at 6.30pm
 Traffic and Transport Forum and Steering Group – 29th January 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/Councillor Representative on Outside Body Updates

Cllr Auletta

OSSRW

- Meeting Leechwell Garden Association committee member.
- LCWIP drop in - discussion with consultants PJA.
- Borough Park Users Group meeting - (notes awaited), follow up with SHDC officers re drainage in Borough Park.
- Community Garden in Borough Park - gave support for funding suggestions – District Cllr Allen able to provide some locality funding.
- GWR meeting - potential for mosaic location and underpass. Cllr Presswell following up.

Heritage

- Listed Building application for Museum submitted.

Traffic and Transport

- Meeting with Matt Collins Devon County Council traffic engineer.
- Attended online consultation meetings with DCC / Torbay officers and cllrs re LCWIP and LTP4 consultations.
- Assisted with drafting responses for LCWIPs and LTP4.
- Preparations for meeting with MP in new year.