



## AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 2<sup>ND</sup> DECEMBER 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 2<sup>nd</sup> December 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.

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*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.

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*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 Part 2)*

- a. Full Council 4<sup>th</sup> November 2024 – document attached.

To note the following minutes:

- b. Council Matters Committee 11<sup>th</sup> November 2024 – document attached.
- c. Planning Committee 18<sup>th</sup> November 2024 – document attached.
- d. Town Matters Committee 25<sup>th</sup> November 2024 – document attached.

#### 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):

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

- a. Full Council 4<sup>th</sup> November 2024.
- b. Council Matters Committee 11<sup>th</sup> November 2024.
- c. Planning Committee 18<sup>th</sup> November 2024.
- d. Town Matters Committee 25<sup>th</sup> November 2024.

#### 5. MHCLG CONSULTATION ON REMOTE MEETINGS

To consider the Ministry of Housing, Communities and Local Government (MHCLG) consultation on 'Enabling remote attendance and proxy voting at local authority meetings' as recommended by the Council Matters Committee (deadline 19th December). Document attached.

#### 6. 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.

#### 7. NEXT MEETING

To note the next meeting date of Monday 6<sup>th</sup> January 2025, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

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*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.*

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#### 8. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

To consider any recommendations or matters arising that are considered confidential in nature: Council Matters Committee item 12 (legal). Document attached.

#### 9. GROUNDS MAINTENANCE TENDER

To consider tender documents received for the grounds maintenance contract (commercially sensitive). Summary document attached.

#### 10. 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.

Agenda produced by:

Catherine Marlton

Town Clerk

27<sup>th</sup> November 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 2 December 2024**

I report on the following.

**Car Parks – SHDC News release**

SHDC recently issued the following news release concerning the increase in car park charges.

“After listening to the views of local town councils, plans for an innovative discounted residents’ parking scheme were discussed by the Executive on Thursday 21 November 2024.

Delivering effective services and the wellbeing of communities is at the heart of each decision we make - and essential services such as car parks, public toilets and the other services are all part of ensuring towns thrive and succeed.

After 4 years of frozen car park prices to support residents and businesses throughout the cost-of-living crisis, we can no longer absorb the significant rising costs of delivering services that residents and businesses value, so we are regrettably considering increasing charges.

We plan to continue to offer support to its local communities in the current difficult financial climate. Residents who sign up to the proposed scheme would get a discount on prices displayed in district council-owned car parks.

Even with the increases visitors to the South Hams will still be paying less for parking when compared to other similar tourist areas across Devon and Cornwall.

Consulting closely with local town councils, we have listened carefully to their feedback. New adapted proposals, take account of their views that not all increased charges should fall on visitors.

**Cllr Victor Abbott, Executive Member for Community Services and Operations:** “For 4 years we have frozen our prices, but we can’t keep doing this with increasing costs. The new changes ensure that visitors make a fairer contribution to the cost of the services they use but reflect the views of our larger town councils that visitors shouldn’t pick up the full bill.

“This latest proposed scheme means residents will pay a little less than the advertised car parking rates; while still valuing our visitors and the impact they have on our local economy and keep charges as competitive as possible across the whole of the region.

“We are being open and transparent and everyone will be given the opportunity to give us their views in a public consultation before a final decision is taken.”

The SHDC Executive meets on Friday 6 December at which a decision will be taken as to the Council’s proposals for car park charges from April 25. That decision will then be subject to a public consultation.

**Memorial Tree and Bench Scheme**

SHDC operates a Memorial Tree and Memorial Bench scheme for residents and visitors to commemorate loved ones. The schemes have been refreshed, including reflecting the more realistic maintenance costs

required to give trees a better chance of establishing, and incorporating access for all to bench installations.

### Memorial Bench Scheme

There are currently around 100 memorial benches in-situ at Council owned sites mainly at waterfront locations, e.g. Longmarsh in Totnes, Dartmouth Embankment, Kingsbridge Embankment, South Sands in Salcombe. The Council receives 5- 10 memorial bench applications each year.

The memorial bench scheme covers purchase, and installation of a bench, with plaque, and subsequent maintenance for a period of 10 years by the Council's Property Services team. After this time the bench may be removed (if unserviceable) and treated as a space for a new memorial bench.

Within the last few years, the Council have moved to installation of recycled plastic benches. Before these, wooden benches had been installed but the Council was struggling to maintain benches to a good condition and as expected by donors.

Recycled plastic benches offered a solution to address the difficulty of maintenance (with respect to capacity and cost for the in-house Property Services team), whilst maintaining a high- quality product durable enough for our coastal and rural sites.

The refreshed scheme includes the following updates:

- Extending a concrete plinth in front of the bench where erosion and muddy puddles often occur.
- Including extended concrete plinths alongside benches for wheelchair and buggy users.
- Accommodating requests for bespoke benches where an acceptable cost for maintenance can be agreed with donors.
- Pointing donors towards the existing Devon County Council process for considering requests for benches alongside highways.
- Including benches with arms where appropriate.
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### Memorial Tree Scheme

There are currently around 40 memorial trees on Council green spaces, planted across various sites with some skew towards Longmarsh and Follaton Arboretum in Totnes. The Council receives around 5 memorial tree applications each year.

The sourcing, liaison with donor, planting and maintenance of the trees (for 2 years) is undertaken by Parklife SW (a local environmental social enterprise) and this approach works well.

Prompted by the particularly joint hottest summer experienced in the UK in 2022 additional maintenance has been built into the scheme, allowing for up to five visits per year for 2 years, predominantly allowing for summer watering. Even with these visits, successful establishment of the trees is not guaranteed, however additional watering visits would possibly escalate costs beyond reach of donors (an ideal fortnightly watering regime of 14 visits per annum for 3yrs would treble the current cost).

The refreshed scheme includes the following updates:

- A second plaque will be displayed with new memorial trees with the species of tree, QR code (linking to information about the tree) and year planted.
- Increasing the cost to allow for a 3<sup>rd</sup> year of maintenance visits (5 visits to check, weed and water the tree).

- Welcoming ideas from donors for planting larger trees, groups of trees, copses and wildflower meadows, all subject to discussion and agreement of suitable maintenance costs.

### Next steps

The website and associated application form have been updated to reflect the refreshed schemes (see <https://www.southhams.gov.uk/memorial-bench-scheme> and <https://www.southhams.gov.uk/memorial-tree-scheme> ).

### **South Hams Arts and Culture Festival**

At the recent SHDC Executive meeting the following decision was made in respect of the festival as follows.

1. Postpones the South Hams Arts and Culture Festival to June 2026.
2. Supports a future funding application to the Arts Council for the festival to be held in 2026.
3. Continue to work with town and parish councils to seek to realise a District festival, with financial contributions that reflect that geography.
4. Ensure the Council works with a range of stakeholders and partners in the delivery of the festival in 2026.

In April 2024 the SHDC Executive agreed to support the planning and holding of a South Hams Arts and Culture Festival in June 2025 and organised by NDP Circus. The Executive agreed to underwrite the cost of the festival to the value of up to £32,500 with the expectation that the town and parish councils would pledge a similar amount in support. It was envisaged that NDP would submit an Arts Council funding bid in October 2024 for the sum of £65,000 and that this would be matched by the sums mentioned above.

Following attendance at Town and Parish Council meetings by SHDC Head of Place and Economy, discussions at a Mayor's and Clerks meeting and representations from ward members at Town and Parish meetings, pledges for funding of £12,500 have been received. Totnes Town Council is thanked for its support.

Uncertainty in securing the additional match funding anticipated, and in recognition of the short timeframes available to ensure the festival is as successful as it can be, has led to a recommendation to delay its implementation by a year. This will also ensure it can be shaped around the existing festival programme across the District and give stakeholders time to engage with it. It will also include consideration and future decisions for the Executive on who the best partners are to work with, shape and lead the festival programme and activities in 2026.

### **Household Support Fund Allocation**

On 2 September 2024, the Chancellor announced that the Household Support Fund (HSF) would be extended for a further 6 months, from 1 October 2024 to 31 March 2025 with a further £421m of funding. Devon County Council has been provided with funding of £5 million by the Department for Work and Pensions for a Household Support Fund (1 October 2024 to 31 March 2025).

Following the pattern of previous Household Support Fund schemes, Devon County Council has provided districts with an allocation based on Universal Credit figures. For the South Hams, the allocation is £224,827. This is higher than the allocation for April to September 2024 of £162,926, due to the Easter school holidays falling after the end of the current scheme. This means a smaller budget is required for free school meals vouchers which are provided by Devon County Council to eligible families in the school holidays.

The funding is intended to support households who would otherwise struggle to buy food, pay essential utility bills or meet other essential living costs.

A variety of support options have been considered and it has been decided that the Council will support three types of household with £300 support payments, single person households receiving Council Tax Reduction and not a state benefit, pensioner households with income up to £18 per week above the threshold for Pension Credit and certain households in 'system built' houses who may be experiencing fuel poverty.

The Council will also maintain its commitment to support Devon County Council care leavers, by providing a support payment of £300 to care experienced young people who either live at an address in the district on 1 November 2024, or are notified to the Council as moving to an address in the district before 2 March 2025.

The decision will mean that an estimated 508 households will be supported with direct payments totalling £152,400. This leaves £72,427 for the open application process. By using a bigger proportion of the allocation to provide direct support payments SHDC will be able to help more households in a timely manner without requiring them to go through an application process.

Cllr John Birch  
SHDC Member for Totnes  
25 November 2024

**District Councillor Report for Totnes Town Council**

from Cllr Anna Presswell

27/11/2024

**Meeting the Industry Programme Director South West and Richard Selwood Project and Business Development Manager – Network Rail**

Present at the meeting were Cllr Hodgson and Cllr Allen. Three items on the agenda were a potential underpass from Castle Street to the station platform, bridge graffiti, and boundaries to Borough Park and improved drainage of the sports field.

We discussed the potential of an underpass from Castle Street to the station platform, and network rail structures that would have to be protected, but the discussion is to progress beyond the meeting and research what is at the site and what would be needed to progress the project.

The graffiti on the two railway bridges would not be addressed unless there is anything obscene. We do have permission to paint the railway road bridge but will need to submit a brief health and safety report, as pedestrians will be passing on a busy road, unless it is done at a quiet period of the day (or night). Murals succumbing to graffiti could prove very expensive to the Council. They suggested plain colours two/three tone are easy to rectify. The road bridge was checked very recently as to its integrity and passed with flying colours. I mentioned the rusted hole Cllr Beavis mentioned, and they assured me that would have been identified, but we are sending through a photo in any event.

I also checked to see where the boundaries were of Network Rail land borders Borough Park. This is to pursue the possibility of drainage of the sports field and surrounding the Tennis and Rugby clubs.

**Dentistry**

I attended a meeting with Cllrs Yardy and Birch and Caroline Voaden MP with representatives from NHS Devon ICB (Integrated Care Board), to discuss the proposal and financial support of the pilot scheme from a Dartmouth Dentist Eugene Boje, and Dentistry in South Hams. The response was as follows:

- i. The Integrated Care Board cannot use NHS funds to support dental pilot projects that sit outside the NHS contracting framework.
- ii. A private provider without an NHS contract, based on delivering mandatory dental services outside the national NHS contract framework would require legislative and regulatory changes by central government, therefore a no frills pilot to deliver NHS services is unfortunately not going to happen soon as there is no framework in place that would allow this proposal to be funded.

Action points were to be delivered by December 11<sup>th</sup> and included:

- NHS to look into how they can support innovation action
- NHS to look into the example in Minehead that appears to have increased NHS Dental Services
- NHS Devon CEO Steve Moore to be asked to provide list of 3 things they would ask MPs & Councillors to lobby on regarding dentistry action.

Follow up meeting requested in January 2025.

**Hidden Homelessness**

A presentation was given at Plymouth University organised by the CAB chairs of South Hams and Plymouth – about the hidden numbers of people who have a roof over their head but their situation is insecure or

unstable, such as sofa surfers. There are also many families living in one bedroom flats and many other situations.

There are no accurate numbers but it is known to be widespread especially as rental deposits are expensive and rental accommodation is scarce. There was a lot of anecdotal evidence, and recommendations were as follows:

- Have a 'one-stop' support in dealing with hidden homelessness
- Mental health service providers recognising this as a contributory factor in mental health issues.
- Provision of more affordable rental accommodation including units for single, working age people, especially in rural areas.

I'll be following this up with our Housing Officers and Cllr Denise O'Callaghan Executive member for Housing, to see how SHDC might take this forward and consider an approach where an idea of numbers across areas within South Hams, could be collated, and a form of simple accommodation might be considered providing affordable rents and that is widespread, to include rural areas.

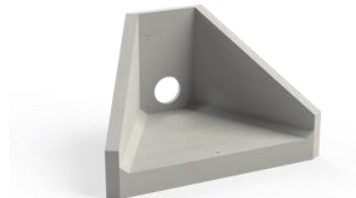
'1 person evicted every minute, mortgage costs have soared, landlords are selling up, social housing is in short supply and there are more renters than properties available. It's a 'perfect storm'. Taken from BBC programme 'Evicted'

### **Improving Drainage of Borough Park field**

Borough Park land is owned by SHDC. The tennis club has had plans of extending the club house agreed, except for the issue of poor drainage of the site. Their time left of their planning application, 'discharge of condition' approval (which lasts 3 years) has approximately 6 weeks to go.

I spoke with their architect Rud Sawers to clarify the situation and costings. There are two possible solutions to the drainage:

- a. A 6-9" diameter pipe buried along the footpath side of the tennis courts and crossing the public footpath into the Leat via a headwall. (Prevents erosion and structural damage by stabilising the area). (v. approx. costings £20,000)



- b. A large 'soakaway' between the Rugby Club and the skatepark which would also have an effect on the Tennis Club surround as well. (v. approx. costings £30,000)



Next steps are seeing where funds/grants might be sort prior to their planning permission expiring in approximately 6-10 weeks.

### **Totnes Waste disposal – Questions answered**



I arranged a meeting with Tom Whitehead Operations Manager - Waste and Recycling SHDC, regarding a list of questions put together by members here and our Clerk Catherine. Cllr Hodgson joined the meeting. These questions below were sent prior to the meeting. The aim is to achieve a working strategy going forward, appreciating the huge stretch on resources on the department at present.

It was necessary to get clarity on how SHDC will manage the extra pressure over the Christmas period, and then going forward to next spring and summer in the height of our tourist season. We need confidence in the continuity and clarity of a back-up plan that can be implemented at greater speed than existing measures, if required.

Questions posed:

1. Request an up-to-date map of the bins in town and total number  
*This will be delivered in a few days*
2. Upgrade of public bins to larger heritage style bins like Dartmouth/Salcombe, (easier to empty with greater capacity)  
*Dartmouth bins are all these style bins, Salcombe mixed. SHDC would be more than happy to install these for free. Stuart Noyce will get back to the Council with costs.*
3. Additional bins during events, particularly on market days in the Civic Square  
*Happy for this to be arranged outside their existing commitment to Totnes events. We need to provide a list with key dates and times.*
4. Increase in street sweeping and cleaning – weeds and debris on the pavements and in the gutters, all around the base of bins and parking meters.  
*The 'nightmare' of the past months of staff sickness and equipment failing, is being rectified by procured additional vehicles and a sweeper with an extra sweeper, and an additional sweeper in the pipeline.  
There is a spring and summer programme of weeding and a sweeper attends x2 monthly but cannot be prescriptive on date. Additional frequency is not a problem if a request is made on a specific area. Deadline days for requests are Tuesday and Friday.*
5. Already promised twilight collections during peak tourist season as provided in Salcombe and Dartmouth.  
*1<sup>st</sup> June – end of September. Looking to change the rota to 4 days on and 4 days off with early and late shifts. This will provide a cleaning provision morning, afternoon and evening during the summer months. If there is sickness SHDC can still support the twilight round.*
6. Commercial bins being stored in the public realm – some issues are now resolved but if SHDC were to increase their commercial contracts this would be problematic. Could consideration be done in advance re the public realm and H&S risks of the locations proposed. Perhaps liaising with TTC officers to see if there are known problems, objections to the locations where they will be sited?  
*Crews have been re-briefed to replace the bins outside area in the agreed places. The problem of bins by The Angel, an option might be for residents to amalgamate the costs of a bin shed, or use a paid for parking space, which should reduce the movement of the bins. A semi-permanent solution but beyond remit of the Council*

7. Residents bins – more enforcement for residents leaving bins out well in advance of collection and after they have been emptied. Top of Priory Avenue is a good example. Is there potential for shared bins to cut down the volume?  
*No direct solution other than to re-write/re-educate about the issue*
8. Commercial bins – enforcement when bins are left in improper receptacles and vermin get at it.  
*As above*
9. Bins along the Dart completely overwhelmed by dog poo bags.  
*These are emptied on the same round as general waste collection. The capacity of the bins will be reviewed, particularly along the river path alongside the Industrial Estate.*
10. There should be benefits for SHDC in upgrading the litter bins to the larger style (they contain wheelie bins) as they would be able to collect them using a vehicle with the appropriate lift, instead of the current situation of the street cleaner collecting them all and transporting them to collection points for another team to pick up later.  
*As mentioned in Point 2 – if upgraded the collections would be more direct rather than presently a static collection and then taken to one collection point.*
11. The SHDC commercial waste bins are a problem as they should be setting an example. What happens if other commercial operators and their customers start to leave their bins in public? If SHDC try to enforce they would be accused of double standards and potentially breaching competition regulations by turning a blind eye to their customers causing a nuisance, as they are the enforcing authority as well.  
*SHDC happy to support this issue, but if there are no clear locations for the bins, 'they are between a rock and a hard place'. DCC Highways can only enforce if someone makes a complaint.*
12. Street sweeping and cleaning - higher frequency street sweeping in the autumn to clear leaves from the pavements and gutters. This is important for pedestrian safety and access and also to prevent flooding from blocked drains. I would ask what their plans are for the immediate term re. clearing leaves right now as pavements are hazardous for many pedestrians and if have any heavy rain it's likely a lot of drains won't be working.  
*Happy to deploy on request (though this cant be daily) to clear extra pile of leaves and blockages. The leaf fall sweeper is deployed at 6am so the benefits are seen by the time the streets are busier. Cllr Hodgson will be linking in Tom Whiteside to an officer that identifies problem areas, I will ask her to comment on this at Full Council.*



**DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL**  
**MONDAY 11<sup>TH</sup> NOVEMBER 2024 IN THE GUILDHALL**

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

Apologies: Cllrs T Bennett, S Collinson, N Roberts and T Robshaw, and District Cllrs Allen and Birch.

In Attendance: Member of the public, 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.

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 asked about: the 20 mph application score; pedestrian crossings; and Totnes old bridge proposals.
- b. District Cllr Allen was not present and had not submitted a report.
- c. District Cllr Birch was not present and had submitted a report.
- d. District Cllr Presswell was present and answered questions on her written report, including: South Hams District Council delivery of services in Totnes (commercial bin locations, litter bins); Great Western Railway (e-bikes, mosaics and artwork on the railway bridge); repair/replacement of the Galleon play area on Steamer Quay; unauthorised group use of the Shady Gardens; and tennis club drainage problems.

*The Council reconvened.*

### 3. CLERK'S REPORT

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

Noted. The Clerk gave an update on Guildhall volunteer numbers. Cllrs asked about reasons for the increase in Guildhall numbers, Civic Hall bookings tailing off towards Christmas, and signage for the Guildhall on both sides of the alleyways.

### 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 7<sup>th</sup> October 2024.**

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

#### To note the following minutes:

**b. Council Matters Committee 14<sup>th</sup> October 2024.**

Noted.

**c. Planning Committee 21<sup>st</sup> October 2024.**

Noted.

**d. Strategy Delivery Group 22<sup>nd</sup> October 2024.**

Noted.

### 5. 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 7<sup>th</sup> October 2024.**

No matters arising.

**b. Council Matters Committee 14<sup>th</sup> October 2024**

Item 6 – Community Awards Policy. To be considered under item 7.

**c. Planning Committee 21<sup>st</sup> October 2024**

Item 5 – Devon and Torbay Local Transport Plan 4 Consultation. It was **RESOLVED** unanimously that Full Council 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.

Item 6 – Devon Countywide Local Cycling and Walking Infrastructure Plan Consultation. It was **RESOLVED** unanimously that Full Council 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. It was **RESOLVED** unanimously that Full Council 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. It was **RESOLVED** unanimously that the Mayor drafts a letter of support (circulated to Cllrs) to nominate Bob the Bus for The King’s Award for Voluntary Service.

#### **d. Strategy Delivery Group 22<sup>nd</sup> October 2024**

It was **AGREED** to defer a decision about the format and frequency of future Strategy Delivery Group meetings until the Budget Setting day in late November.

### **6. COMMITTEE MEMBERSHIP**

To consider:

#### **a. Cllr Hodgson’s resignation from the Council Matters Committee; and**

It was **RESOLVED** to accept Cllr Hodgson’s resignation.

#### **b. Cllr Robshaw joining the Council Matters Committee.**

It was **RESOLVED** to appoint Cllr Robshaw to the Council Matters Committee.

### **7. COMMUNITY AWARDS POLICY**

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

It was **RESOLVED** unanimously that the revised Community Awards Policy is adopted.

### **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.

It was **RESOLVED** to accept the updated Financial Regulation and Scheme of Delegation documents.

### **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.

Cllr Trant declared an interest. It was **RESOLVED** to request a half day (afternoon) free parking on Wednesday and Thursday in second week of December (11<sup>th</sup> and 12<sup>th</sup>) or alternatively all day on Wednesday 11<sup>th</sup> December 2024.

## 10. 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.

## 11. NEXT MEETING

To note the next meeting date of Monday 2<sup>nd</sup> December 2024, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

Noted.

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*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.*

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## 12. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

None.

## 13. SOUTH HAMS DISTRICT COUNCIL PROPOSAL

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

This matter was discussed at length and Councillors outlined their proposed response. It was **RESOLVED** to give the Town Clerk delegated authority to respond on behalf of the Town Council in this consultation, subject to a draft being circulated for comment in advance. See response submitted in the attached Annex A.

## 14. ELMHIRST PROJECT (Standing Item)

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

An email from the Council’s legal advisor was noted.

## 15. STAFFING

To consider giving delegated authority reference a consultation process (staffing).

It was **RESOLVED** to give the Town Clerk and Mayor delegated authority to act as outlined in the presented report. It was **RESOLVED** to give the Town Clerk delegated authority, up to a specified financial limit, to respond to the requests from a member of staff.

The meeting closed at 9.00pm.

Cllr Emily Price  
Chair

## ANNEX A – Totnes Town Council Response to South Hams District Council ‘Differential Car Park Charging’ Proposal

### 1. Do you support the principle of consistent tariffs across the District?

No, we do not support a blanket approach to consistent tariffs across the District. While we understand the need for some uniformity, we believe that each town has its own unique character, parking demands, and



usage patterns. For example, we feel that the Longmarsh and Leisure Centre car parks should be designated as **Zone 2**, given their different nature and location in Totnes (and the need to provide some cheaper parking that also encourages active travel to the town centre).

## 2. Do you support the principle of differential charging?

We are not opposed to differential charging in principle, but we would like to see more detailed figures for what this would entail—particularly the scale of increases for the visitor rate against directly comparable towns. Before forming a firm view, we are requesting a clearer understanding of what the impact of the proposed visitor rate increases would be, and whether a blanket increase for both residents and visitors might be a fairer option to consider. A flat rate for both residents and visitors might be simpler and easier to administer, but we would like to review the financial implications in full before making a final decision.

### Concerns Raised:

- We feel that comparison benchmarking with towns like Exeter and Padstow are not appropriate for Totnes, as our town is quite different in size, character and visitor type. We believe that comparisons with towns like Ashburton or Tavistock would be more fitting.
- We are also concerned that the consultation process has not provided enough time for meaningful engagement with local businesses and residents, especially in terms of understanding the broader community impact of these proposals.

## 3. Do you support freezing residents' tariffs until October 2025?

Totnes Town Council would only support freezing residents' tariffs until October 2025 **if the differential charging system is implemented**. However, it should be noted that the proposed 6-month delay on increasing car parking charges for residents does not outweigh the significant increases proposed for visitor car parking. The burden of these visitor rate increases would be felt more immediately and more heavily, and we believe the financial impacts of these increases on local businesses, residents, and visitors should be fully understood before any final decision is made.

## 4. In terms of climate change and biodiversity, would you like to see a reduction in reliance on the car and introduce parking charge increases in an attempt to discourage car usage?

While we recognise the importance of reducing car dependency for environmental reasons, we do not believe that parking charge increases should be the primary strategy for achieving this goal. Other measures, such as improved public transport, better walking and cycling infrastructure, and incentives for using alternative modes of transport, may be more effective in reducing car use while also supporting the local economy.

## 5. Are there alternative ways the same income could be generated by the town in an alternative way?

- **From the precept?**  
No, we do not believe it would be appropriate to raise funds through an increase in the precept to cover parking-related income. This would place an additional burden on local taxpayers. We also feel that the proposed £418,000 in revenue from parking increases is intended to benefit the wider District, and it should not fall solely on the shoulders of Totnes taxpayers. The revenue generated from car parking in Totnes is projected to be the highest in the District, and it seems unfair for our town to bear a disproportionate share of the financial burden.
- **Flat increase for both residents and visitors?**  
Yes, we are open to exploring the possibility of a flat increase for both residents and visitors. However, as mentioned earlier, we would like to see the figures for how much the median between an overall rate increase would be before forming a final opinion on whether this would be the best approach.

## 6. Additional Points Raised:

- **Economic Impact Assessment (EIA):** We would appreciate clarification on whether a full Economic Impact Assessment has been carried out to assess the potential impact of the proposed changes on local businesses, including how it might affect footfall and trade.
- **Equality Impact Assessment (EqIA):** We also request confirmation that an Equality Impact Assessment has been completed to ensure that the proposals do not disproportionately affect certain groups, such as people with disabilities or those with limited access to alternative transport options.
- **Visitor Rate Application:** We would like a broader geographic area for the application of the visitor rate, beyond just the South Hams District. This would help mitigate the impact on workers who commute from areas like Plymouth and Torbay, particularly part-time workers who might not be eligible for the resident permit system, and ensure those who visit from these closely located regions do not head elsewhere.
- **Alternative Fee Structure:** We would like to see the figures for what a blanket increase in parking fees would look like, as this would allow us to consider all options before deciding whether differential charging is the most equitable solution.

## 7. Service Cuts:

While the threat of cuts to services is district-wide and not just focused on Totnes, we are concerned that Totnes—given its projected role in generating the majority of additional revenue—might be unfairly burdened. The town has a long history of under-investment, and members feel as though Totnes is "getting the short end of the stick." It is important to note that the success of this parking revenue proposal depends largely on visitors wanting to come to the town. Therefore, maintaining the town's attractiveness—including its street cleanliness, appearance, and available facilities—is key to ensuring that visitors continue to support the local economy. Totnes Town Council already heavily invests in destination management and marketing to attract visitors and support local businesses. However, we are concerned that even with these efforts, the proposed increases to car parking charges could deter visitors, ultimately reducing footfall and undermining the very revenue these increases are intended to generate.

## Request for Further Dialogue:

Totnes Town Council would appreciate the opportunity for further discussion with South Hams District Councillors and officers to consider these points in more detail, including reviewing potential financial models and understanding the broader impacts of the proposed changes on both the local economy and residents.



## DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 11<sup>TH</sup> NOVEMBER 2024 AT 6.30PM IN THE GUILDHALL

**Present:** Councillors D Peters (Chair), C Beavis, T Bennett, J Chinnock, J Hannam and E Price.

**Apologies:** Cllr Robshaw.

**In Attendance:** Cllr Collinson (for part of the meeting) and 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.

Cllr Chinnock proposed that Cllr Collinson be invited to participate in item 12 of the agenda (part 2) given her knowledge. It was **AGREED** to invite Cllr Collinson to attend this single item as an exception to Standing Orders.

### PUBLIC QUESTION TIME

There were no members of the public present.

### 2. CONFIRMATION OF MINUTES

**To approve the minutes of 14<sup>th</sup> October 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:**

**a. the reserves projection; and**

Subject to an amendment on the Guildhall Wedding/Hire income line, the budget monitor was **AGREED**.

**b. allocation of unallocated Strategic Priorities Budget.**

This will be considered at the Cllr at budget setting session at the end of November.

### 4. COUNCILLOR USE OF PREMISES AND EQUIPMENT POLICY

**To consider a policy covering Councillor use of Council premises and equipment.**

To **RECOMMEND** to Full Council that it adopts the Councillor use of Council premises and equipment policy.

### 5. TRANSFER OF FUNDS

**To consider the transfer of funds into the Council's saving accounts.**

It was **AGREED** to:

- |  |            |
|--|------------|
| • Transfer to Nationwide 35 Day Saver Account  | £ 16000.00 |
| • Transfer to Charity Bank Easy Access Account | £145000.00 |

## **6. MHCLG CONSULTATION ON REMOTE MEETINGS**

**To consider the Ministry of Housing, Communities and Local Government consultation on ‘Enabling remote attendance and proxy voting at local authority meetings’ and make any recommendation to Full Council (deadline 19th December).**

The Committee expressed support for the use of remote or hybrid meetings as an option, particularly in an emergency. However, they raised concerns about the validity of proxy voting and how that is compatible with avoiding pre-determination. It was **AGREED** that the Town Clerk would draft the consultation response for consideration by Full Council.

## **7. DISCIPLINE POLICY AND PROCEDURE**

**To review the Discipline Policy and Procedure.**

It was **AGREED** to adopt the updated Discipline Policy and Procedure.

## **8. GRIEVANCE POLICY**

**To review the Grievance Policy.**

It was **AGREED** to adopt the updated Grievance Policy.

## **9. DATE OF NEXT MEETING**

**To note the date of the next meeting of the Council Matters Committee – Monday 9<sup>th</sup> December 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)*

## **10. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)**

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

These were reviewed and **AGREED**.

## **11. CLOSED CIRCUIT TELEVISION AT THE CIVIC HALL**

**To consider quotes for the installation of CCTV at the Civic Hall (commercial).**

The quote was **AGREED** subject to South Hams District Council consent.

## **12. DEVON HIGHWAYS**

**To consider how to challenge Devon Highways on the pavement width required for accessibility legislation (legal).**

It was **AGREED** that the Town Clerk would draft a letter to the leaders of Devon County Council and South Hams District Council regarding the concerns raised, for consideration by Full Council. It was **AGREED** that the Town Clerk would continue to escalate the concerns via Devon Association of Local Councils (DALC).

## **13. STAFFING UPDATE**

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

Noted.

The meeting closed at 8.00pm

Catherine Marlton  
Town Clerk



## **DRAFT MINUTES FOR THE PLANNING COMMITTEE**

### **MONDAY 18<sup>TH</sup> NOVEMBER 2024 IN THE GUILDHALL**

Present: Councillors T Bennett (Chair), L Auletta, S Collinson (from 1835), T Cooper, J Cummings (from 1837), J Hodgson (from 1835) and Smallridge.

Apologies: Cllr Trant.

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

#### **1. WELCOME AND APOLOGIES FOR ABSENCE**

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

Cllr 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**

The members of the public were the applicants for item 4b on the agenda. They explained the background to the request for a roof terrace. Numbers 1-4 Plymouth Road have roof terraces and there is an inevitable amount of overlooking from and into all these properties on Plymouth Road and adjacent buildings on the High Street which back onto these properties. Cllrs asked if the Committee's previous comment about use of a translucent screen rather than railings on the balustrade had been considered. The applicant wasn't aware of this but was open to the suggestion.

*The Committee reconvened Standing Orders.*

#### **2. CONFIRMATION OF MINUTES**

**To approve the minutes of 21<sup>st</sup> October 2024 and update on any matters arising.**

The minutes were approved as an accurate record of proceedings.

#### **3. TREE WORKS APPLICATIONS**

**To make recommendations on the following tree works applications:**

3a. 3414/24/TPO - See tree survey report. Leatside Surgery, Babbage Road, Totnes, TQ9 5JA.  
Support.

3b. 3492/24/TPO - T1: Lime - Crown reduction by 2 metres in height, Lateral reduction by 1.5 metres on western aspect, 2 metres on southern aspect, 2.5 metres on eastern aspect, 2 metres on northern aspect, Crown thin canopy by 10%, Crown lift to 5 metres above ground level, including epicormic growth & T2: Lime - Crown lift to 5 metres above ground level & thin canopy by 20% inc epicormic growth - All works are

proposed as part of the reasonable & responsible management of these vigorous trees. Throgmorton House, New Walk, Totnes, TQ9 5GZ.

Object, subject to the SHDC Tree Officer's view. The Committee is concerned that the crown reduction and crown lift will damage the shape of the trees, impacting on their visual amenity value.

3c. 3542/24/TPO - T1: Poplar - reduce by approx 5m and bring the sides in by approx 1-2m, see picture.

Due to health and safety, falling branches. Travis Perkins, Station Road, Totnes, TQ9 5JR.

Comment – the Committee would refer to the SHDC Tree Officer's view as to whether this is the best treatment for the tree as regrowth is likely to be fast and weak.

3d. 3442/24/TCA – T1: Magnolia - Crown reduction by up to 1-2m on all sides to provide sufficient clearance away from adjacent building for sufficient clearance whilst maintaining canopy form & Crown lift above highway ensuring no foliage encroaching within 5.2m from ground level. Little Priory Court, Fore Street, Totnes, TQ9 5NJ.

Support.

#### **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. 3048/24/OPA - Application for outline planning permission with all matters reserved for one dwelling.

Land at Sx 787 607, Wall Park, Totnes.

Comment – the site would not be suitable for a large property. The Committee would expect to see detailed ecological reports given the site's proximity to the natural setting.

4b. 3291/24/LBC and 3292/24/HHO – Listed Building Consent and Householder application for conversion of flat roof into terrace. 1A Plymouth Road, Totnes.

Support. The Committee supports the principle of use of the flat roof as a terrace but would suggest a translucent screen rather than metal railings to permit light into the neighbouring property.

Construction Plan – the conditions are not being met in regard to vehicles parked in the road and blocking the pavement for prolonged periods of time. The Committee would wish to see this enforced.

4c. 3148/24/LBC - Listed Building Consent for proposed installation of 2no Juliet balconies to North elevation, replacement doors & windows to South & West elevations. Bogan Stable, North Street, Totnes, TQ9 5NZ.

Support.

4d. 3312/24/LBC - Listed Building Consent for removal & replacement of internal plaster, installation of drainage gully, replacement of heater units. Totnes Museum, 70 Fore Street, Totnes, TQ9 5RU.

All Committee members declared a personal interest as the application has been submitted by Totnes Town Council. Cllr Auletta declared a pecuniary interest and left the room for this item.

Support.

Cllr Auletta rejoined the meeting.

4e. 3263/24/LBC – Listed building consent for refurbishment of existing outbuilding, new sliding doors & works to roof. 10 Plymouth Road, Totnes, TQ9 5PH.

Support. However, the Committee has the following comments and would welcome the SHDC Heritage Officer's views:

- concerns about the proposed roofing material for the outbuilding; and
- confirmation of the height of the proposed woodburner flue in the outbuilding – sufficient height will be required so that smoke does not pollute this and neighbouring gardens.

Construction Plan – the conditions are not being met in regard to vehicles parked in the road and blocking the pavement for prolonged periods of time. The Committee would wish to see this enforced.

4f. 2958/24/HHO – Householder application for entrance canopy, stair access to upper floor, dormer to rear, repositioned near door & garage. Spring Meadow, Dartington, TQ9 6EU [consulted as a neighbouring parish to the site].

Support.

4g. 2845/24/HHO – Householder application for front dormer extension. 19 Lansdowne Park, Totnes, TQ9 5UW.

Support.

4h. 3497/24/VAR – Application for variation of condition 3 (customer hours) of planning consent 1209/21/FUL. 4 Birdwood Court, High Street, Totnes, TQ9 5SG.

Object. The Committee does not support the proposed hours in the application because of potential disturbance of noise and anti-social behaviour to neighbours generated from the internal space and exterior terrace use.

The Committee is concerned whether the current Class E designation is still appropriate given the aspirations for the building.

4i. 3338/24/VAR – Application for variation of condition 2 (approved drawings) & 3 (stonework) of planning consent 2150/23/FUL. Flat 1 Moat Hill House, Totnes, TQ9 5ER.

Support.

4j. 3517/24/VAR - Application for variation of Condition 4 (slates) of planning consent 1994/24/HHO. 3 Gills Nursery, Totnes, TQ9 5DG.

Clr Hodgson declared a personal interest.

Support. However, the Committee would request that grey hooks, rather than black hooks, are used on grey slate to be more visually acceptable.

4k. 3163/24/VAR - Application for variation of condition 3 (materials to match) of planning consent 1234/23/HHO. 27 Lansdowne Park, Totnes, TQ9 5UW.

No comment to make.

## **5. TRAFFIC AND TRANSPORT FORUM**

**To note the minutes from the Traffic and Transport Forum and Steering Group held on 30th October.**

Noted.

## **8. DATE OF NEXT MEETING**

**To note the date of the next meeting of the Planning Committee – Monday 16<sup>th</sup> December 2024 at 6.30pm in the Guildhall.**

Noted.

The meeting closed at 7.50pm.

Sara Halliday  
Governance and Projects Manager  
November 2024



## DRAFT MINUTES FOR THE TOWN MATTERS COMMITTEE

### MONDAY 25<sup>TH</sup> NOVEMBER 2024 IN THE GUILDHALL

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

Apologies: Cllr Collinson.

In Attendance: S Halliday (Governance and Projects Manager).

#### 1. WELCOME AND APOLOGIES FOR ABSENCE

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

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

The apologies were accepted.

*The Committee will adjourn for the following items:*

#### PUBLIC QUESTION TIME

There were no members of the public present.

*The Committee reconvened.*

#### 2. CONFIRMATION OF MINUTES

**To approve the minutes of 23<sup>rd</sup> September 2024 and update on any matters arising.**

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

Item 3d – Environment and Public Realm Working Group. Mosaics. It was **RESOLVED** unanimously by Full Council that the mosaics are located at public transport entry points in the town where some overhead protection is afforded.

Item 4 – Community Composting Scheme on Steamer Quay Road. It was **RESOLVED** unanimously by Full Council that whilst the principle of community composting is supported, further work is required.

Item 5 – Devon County Council Pension Fund Investments. It was **RESOLVED** unanimously by Full Council to write 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.

Item 7 - South Hams District Gambling Policy consultation. It was **RESOLVED** unanimously by Full Council 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.

### **3. STRATEGY DELIVERY GROUP AND WORKING GROUPS**

**To consider the notes and any actions from:**

**a. Strategy Delivery Group, 22<sup>nd</sup> October 2024.**

Noted.

**b. Community Working Group, 30<sup>th</sup> September 2024.**

Noted.

**c. Economy Working Group, 24<sup>th</sup> September 2024.**

Noted.

### **4. OPEN SPACE, SPORTS, RECREATION AND WELLBEING PLAN UPDATE**

**To:**

**a. consider the South Hams District Council comments on the Open Space, Sports, Recreation and Wellbeing (OSSRW) Plan (document attached); and**

Cllr Auletta explained the background to the comments and the conversation that she has had with the SHDC officer. She took the Committee through each comment requiring a decision (as oppose to correcting typos, out of date data or summarising information which it was agreed to amend) and the following amendments were **AGREED**:

- To list the section at the top of each page to aid reading of the document.
- Allotments (ref A) – Cllr Cummings will speak to the Totnes Allotment Association to determine the number of people on the waiting list to provide evidence of need.
- Accessible Natural Spaces (ref F12, F13 and F14 respectively) – retain Camomile Lawn, Baltic Wharf and Follaton Oak in this category and remove the entries from Amenity Green Space (ref B4, B6 and B7 respectively).
- Vire Island (Parks and Gardens, G3) – retain under Parks and Gardens rather than Accessible Natural Space, as it is an area that requires maintenance.
- Follaton House Formal Gardens (Parks and Gardens, ref G7) – the Committee wishes to retain this entry.
- Galleon, Steamer Quay (Play Facilities, ref H3) – remove reference to ambition to increase upper age range and costs, and amend the quantity text to remove reference to expanding the play equipment area and ‘maximise opportunities and learning experience through play on the Galleon’.
- Baltic Wharf (Play Facilities, ref H7) – move reference to Phase 2 into the quantity section and delete ‘would encourage’ and replace with ‘suggest more traditional play equipment is installed, to be included within the Phase 2 area’.
- Skate Park (Play/activity Facilities, ref H10) – removal of costs quoted as they are subject to change.
- KEVICC Elmhirst Site (Outdoor Sports Facilities, ref I4) – split the two elements into two separate line entries – one for grass pitches, the other for the all-weather pitch (in line with separately identifying the Borough Park facilities).
- Projects – include all projects identified as missed into the table.
- Vision for Borough Park (Project) – Officer requested to look for evidence from the Community Conversation for this request.
- Lack of Football Pitches (Project) – amend project description to ‘informal football pitch with goal posts’ and remove reference to 3G/4G pitches. Officer requested to look for evidence from the Community Conversation for this request.

- KEVICC Elmhirst Site All-Weather Pitch (Project) – include changing facilities and club house to the project description.
- Natural Spaces (Project) – project description is the purchase of additional land, and current description moved to ‘perceived obstacles’.
- Castle Meadow (Project) – remove ‘public’ from ‘better public use’. Further discussion of future use of this space will be through the Environment and Public Realm Working Group.

**b. update on any general matters linked to the Open Spaces, Sport Recreation and Wellbeing Plan (standing item).**

Cllr Presswell updated on recent meetings with the Tennis Club about drainage in Borough Park and potential solutions for their club house, which would also help the Skate Park and Rugby Club.

Cllr Peters updated on Dart Estuaries meeting and the salt marsh areas around Totnes.

Cllr Auletta had engaged with the Devon Wildlife Trust in relation to the Bowden Pillars project and proposed that they are invited to present their plans at a future committee meeting.

**5. VE-DAY 80<sup>TH</sup> ANNIVERSARY COMMEMORATIONS**

**To consider taking part in lighting a beacon (representing the ‘light of peace’) as part of national VE (Victory in Europe) 80<sup>th</sup> anniversary commemorations on 8<sup>th</sup> May 2025.**

To **RECOMMEND** to Full Council that it lights a beacon on Kingsbridge Hill as part of the VE-Day 80<sup>th</sup> commemorations on 8<sup>th</sup> May 2025.

**6. BUS SHELTER ADVERTISING**

**To update on the arrangements regarding advertising on Totnes Town Council bus shelters.**

Noted. It was **AGREED** that site of the contract to determine end dates would be useful.

**7. REFORM OF BATHING WATER REGULATIONS 2013 CONSULTATION**

**To consider the Department for Environment, Food and Rural Affairs ‘Reform of Bathing Water Regulations 2013’ consultation and make any recommendations to Full Council (deadline 23rd December 2024).**

To **RECOMMEND** to Full Council that it responds to the consultation with the following, and a Councillor may provide more general text on the problem of water pollution for inclusion:

Totnes Town Council is supportive of the proposed changes in ‘Reform of Bathing Water Regulations 2013’ consultation including:

- Removal of fixed bathing water season dates (which currently runs from May to September) from the regulations to allow for a more flexible approach to monitoring, extending the dates of the bathing season to better reflect when people use bathing waters.
- Expanding the legal definition of ‘bathers’ to include participants in water sports other than swimming, including paddle boarders and surfers.
- Further considering water quality and public safety when applications for new bathing waters are assessed.
- Introducing multiple testing points at bathing water sites.
- Ending the automatic de-designation of bathing water status after 5 consecutive years of a site being rated ‘poor’, which can damage local tourism and businesses. Instead, underperforming sites will be individually reviewed by regulators, taking into account their unique circumstances.
- Changes to the designation criteria of bathing sites.
- Removing the fixed dates of the bathing season from regulations

**8. SOUTH HAMS WAY**

To note a project to create a **South Hams Way** by South Hams Ramblers.

To **RECOMMEND** to Full Council that it supports the proposed South Hams Way footpath.

**9. DATE OF NEXT MEETING**

To note the date of the next meeting of the Town Matters Committee – **Monday 27<sup>th</sup> January 2025 at 6.30pm.**

Noted.

The meeting closed at 8.00pm.

Sara Halliday

Governance and Projects Manager

## ITEM 4 – CONSIDERATION OF RECOMMENDATIONS

### **4a. Full Council, 4<sup>th</sup> November 2024**

No recommendations.

### **4b. Council Matters Committee, 11<sup>th</sup> November 2024**

Item 4 – Councillor use of Council Premises and Equipment Policy. To **RECOMMEND** to Full Council that it adopts the Councillor use of Council premises and equipment policy.

Item 6 - Ministry of Housing, Communities and Local Government consultation on Remote Meetings. See Full Council agenda item 5.

### **4c. Planning Committee, 18<sup>th</sup> November 2024**

No recommendations.

### **4d. Town Matters Committee, 25<sup>th</sup> November 2024**

Item 5 – VE--Day 80<sup>th</sup> anniversary commemorations. To **RECOMMEND** to Full Council that it lights a beacon on Kingsbridge Hill as part of the VE-Day 80<sup>th</sup> commemorations on 8<sup>th</sup> May 2025.

Item 7 - Reform of Bathing Water Regulations 2013' Consultation. To **RECOMMEND** to Full Council that it responds to the consultation with the following, and a Councillor may provide more general text on the problem of water pollution for inclusion:

Totnes Town Council is supportive of the proposed changes in 'Reform of Bathing Water Regulations 2013' consultation including:

- Removal of fixed bathing water season dates (which currently runs from May to September) from the regulations to allow for a more flexible approach to monitoring, extending the dates of the bathing season to better reflect when people use bathing waters.
- Expanding the legal definition of 'bathers' to include participants in water sports other than swimming, including paddle boarders and surfers.
- Further considering water quality and public safety when applications for new bathing waters are assessed.
- Introducing multiple testing points at bathing water sites.
- Ending the automatic de-designation of bathing water status after 5 consecutive years of a site being rated 'poor', which can damage local tourism and businesses. Instead, underperforming sites will be individually reviewed by regulators, taking into account their unique circumstances.
- Changes to the designation criteria of bathing sites.
- Removing the fixed dates of the bathing season from regulations

Item 8 - South Hams Way. To **RECOMMEND** to Full Council that it supports the proposed South Hams Way footpath.

## Totnes Town Council Response to Government Consultation on Enabling Remote Attendance and Proxy Voting at Local Authority Meetings

It was **RECOMMENDED** by the Council Matters committee that the Town Clerk draft a proposed response to the consultation, for consideration by Full Council.

### Summary of Consultation Proposal

The Government has launched a consultation seeking views on proposals to allow remote attendance and proxy voting at local authority meetings. This consultation aims to understand local authorities' perspectives on how to implement these measures to ensure flexibility while upholding democratic integrity and transparency.

### Key Points Raised by Totnes Town Council Members

Totnes Town Council is broadly supportive of allowing remote attendance at meetings as a practical measure to ensure council business can continue under exceptional circumstances. However, members wish to make clear that while remote attendance could be beneficial in some cases, in-person meetings should remain the primary and preferred format for Council business. The following points summarise Totnes Town Council's specific responses to the consultation questions:

#### 1. Support for Remote Attendance with In-Person Meetings as the Primary Format

- **Position:** Members endorse the idea of allowing remote attendance as an option, but strictly in situations where in-person attendance is obstructed by exceptional circumstances, such as:
  - Severe weather conditions that may prevent safe travel.
  - Unavailability of suitable meeting space.
  - Situations of widespread illness, pandemic conditions, or other public health concerns.
- **Reasoning:** Council members believe in-person meetings encourage greater engagement, accountability, and transparency, forming the foundation of public service. However, they recognise that unforeseen circumstances may disrupt the ability to meet physically. Therefore, remote attendance should be viewed as a contingency tool rather than a standard practice.

#### 2. Confidentiality Concerns for Remote Attendance During Closed Sessions

- **Position:** Members expressed concerns regarding confidentiality in remote settings, particularly for meetings or portions of meetings not open to the public (e.g., discussions involving sensitive or confidential information).
- **Recommendations:**
  - **Verification of a Secure Environment:** Totnes Town Council recommends implementing clear, enforceable rules to ensure that councillors attending remotely during confidential sections are in a private, secure environment with no unauthorised individuals present.
  - **Technical Solutions:** We suggest using technological solutions (e.g., on-screen prompts or certifications) where councillors confirm compliance with confidentiality requirements before joining sensitive portions of the meeting.
- **Reasoning:** Maintaining confidentiality in remote meetings requires additional vigilance as Council members cannot directly observe each other's surroundings, raising the potential risk of unauthorised disclosure or eavesdropping.

#### 3. Objections to Proxy Voting

- **Position:** Members do not support the concept of proxy voting within Council meetings. They believe that a councillor should be required to attend—either in person or remotely—in order to cast a vote.
- **Concerns with Proxy Voting:**
  - **Risk of Predetermination:** Members feel that proxy voting could undermine the open and deliberative nature of Council discussions by potentially encouraging predetermined voting decisions. Councillors’ attendance allows them to hear discussions firsthand, understand any arguments presented, and make an informed decision in real-time.
  - **Accountability and Democratic Participation:** Direct participation—either in-person or via remote attendance—is seen as essential to the democratic process, ensuring that each vote cast reflects informed judgement based on the full context of the meeting discussion.
- **Reasoning:** Totnes Town Council members hold that active attendance is a core responsibility of elected officials, and voting should not be outsourced through proxies, as this may dilute accountability and public trust in the decision-making process.

#### 4. Request for Guidance from NALC on Amending Standing Orders

- **Request:** Members request that the National Association of Local Councils (NALC) take the lead in issuing model amendments to Standing Orders that town and parish councils can adopt in relation to remote meetings. This guidance will be essential in establishing a clear and consistent framework for councils that decide to enable remote attendance, helping to ensure compliance with legal standards and safeguarding the integrity of Council procedures.

#### 5. Additional Comments on Implementation

- **Ensuring Technological Accessibility:** If remote attendance becomes a permanent option, it is essential that adequate support, training, and resources be provided to ensure all councillors can reliably use the required technology.
- **Public Transparency for Remote Meetings:** Members emphasise that any technology used for remote attendance must also uphold transparency, particularly for the public’s ability to view meetings as they would in an in-person setting. This may involve live-streaming public portions of meetings and ensuring archived access to recordings when feasible.

#### Conclusion and Recommendation

Totnes Town Council supports the proposal to enable remote attendance at local authority meetings as an exceptional option, allowing council operations to continue when in-person meetings are not feasible. However, they recommend that in-person attendance remain the preferred format, with remote attendance used only as a contingency in specific, exceptional situations. Additionally, Totnes Town Council advises against proxy voting to uphold the integrity of the democratic process, and emphasises the need for robust confidentiality safeguards when remote attendance is used for confidential sections of meetings.

#### Decision Required from Members

To confirm or amend the proposed response to the Government consultation, so that it accurately reflects Totnes Town Council’s official position and addresses any further concerns members may wish to raise.

#### ACTUAL CONSULTATION FORM

##### Question 1

Please tick all that apply - are you responding to this consultation as:

a) an elected member – if so please indicate which local authority type(s) you serve on

- Town or Parish Council

- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

b) a council body – if so please indicate which local authority type

- Town or Parish Council
- District or Borough Council
- Unitary Authority
- County Council
- Combined Authority / Combined County Authority
- Fire and Rescue Authority
- Police and Crime Panel
- Other local authority type - please state

c) a member of the public

d) a local government sector body – please state

### The proposal for remote attendance

The government intends to legislate to give local authorities the flexibility to allow elected members to attend formal council meetings remotely. We believe that this modernising measure of providing broad flexibility to enable remote attendance will have the dual positive impacts of diversifying the representation of those willing and able to stand for elected office and enhance the resilience of local authorities in the face of local or national emergencies.

The intent is that this legislative change would give local authorities the flexibility to allow members to attend remotely.

### Question 2

Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?

Yes/No

If you answered No to the above question please go directly to question 4.

### Question 3

If you answered Yes to the above question, do you think that there should be specific limitations on remote attendance?

Please tick all the options below that correspond with your view and use the free text box for any other comments.

a) Any formal meeting allowing remote attendance should have at least two thirds of members in physical attendance.

b) Members should only be able to attend council meetings remotely in exceptional circumstances, such as those who are medically or physically unable to attend, or for reasons of local or national emergencies.

c) There should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance.

d) **Position:** Members endorse the idea of allowing remote attendance as an option, but strictly in situations where in-person attendance is obstructed by exceptional circumstances, such as:

- Severe weather conditions that may prevent safe travel.
- Unavailability of suitable meeting space.
- Situations of widespread illness, pandemic conditions, or other public health concerns.

**Reasoning:** Council members believe in-person meetings encourage greater engagement, accountability, and transparency, forming the foundation of public service. However, they recognise that unforeseen circumstances may disrupt the ability to meet physically. Therefore, remote attendance should be viewed as a contingency tool rather than a standard practice.

#### Question 4

If you are an elected member can you anticipate that you personally may seek to attend some of your council meetings remotely?

- yes
- no
- I am not an elected member

#### Question 4a

If you answered No please use the free text below

[Free text box]

#### Question 4b

If you answered Yes, could you indicate below which of the following options best describes your likely pattern of attending meetings remotely

- very occasionally
- from time to time
- regularly but not always
- all the time

#### Question 5

If you are responding to this consultation on behalf of a council as a whole, what proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year?

- less than 10%
- more than 10% but less than 50%
- more than 50% but less than 90%
- most of them 90% to 100%

#### Question 6

The government recognises that there may be cases in which it is necessary for councils to hold meetings fully remotely. Do you think there should be limitations placed on the number of fully remote meetings councils should be able to hold?

- a) Councils should be able to allow full remote attendance at up to half of council meetings within a twelve-month calendar period.
- b) Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances.
- c) Councils should not have the flexibility to conduct fully remote meetings to ensure there is always an in-person presence.
- d) The Council should have their own rules about ascertaining the trigger for a meeting to be held remotely. Members request that the National Association of Local Councils (NALC) take the lead in issuing model amendments to Standing Orders that town and parish councils can adopt in relation to remote meetings. This guidance will be essential in establishing a clear and consistent framework for councils that decide to enable remote attendance, helping to ensure compliance with legal standards and safeguarding the integrity of Council procedures.

#### Question 7



Do you think there are there any necessary procedural measures that would help to ensure a remote or hybrid attendance policy is workable and efficient?

Please tick all the options that correspond with your view and use the free text box for any other comments.

a) Councils should be required to publish a list of attendees joining the meeting remotely and give notice if a meeting is being held with full remote attendance.

b) Councils should be required to ensure that standard constitutional arrangements are followed for hybrid and fully remote meetings.

c) Councils should be required to make arrangements to ensure restricted items (where a council decision is taken in private to protect confidentiality) are managed appropriately and to require remotely attending members to join from a private location.

d) **Position:** Members expressed concerns regarding confidentiality in remote settings, particularly for meetings or portions of meetings not open to the public (e.g., discussions involving sensitive or confidential information).

**Recommendations:**

- o **Verification of a Secure Environment:** Totnes Town Council recommends implementing clear, enforceable rules to ensure that councillors attending remotely during confidential sections are in a private, secure environment with no unauthorised individuals present.
- o **Technical Solutions:** We suggest using technological solutions (e.g., on-screen prompts or certifications) where councillors confirm compliance with confidentiality requirements before joining sensitive portions of the meeting.

**Reasoning:** Maintaining confidentiality in remote meetings requires additional vigilance as Council members cannot directly observe each other's surroundings, raising the potential risk of unauthorised disclosure or eavesdropping.

**Question 8**

Do you think legislative change to allow councillors to attend local authority meetings remotely should or should not be considered for the following reasons?

Tick all the statements below that apply to your point of view.

**Should be considered because**

**Should not be considered because**

It is a positive modernising measure.

Councillors should be physically present at all formal meetings.

It would likely increase the diversity of people willing and able to stand for election in their local area, making councils more representative of the communities they serve.

It could lead to a significant number of councillors habitually attending remotely and ultimately reduce the effectiveness of councils.

Councils would be more resilient in the event of local or national emergencies which prevent in-person attendance.

It would be more difficult for councillors to build personal working relationships with colleagues, and engage with members of the public in attendance at meetings.

Free text box – please state any other reasons

Free text box – please state any other reasons

**Question 9**

In your view, would allowing councillors to attend formal local authority meetings remotely according to their needs particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?

Please tick an option below:

- it would benefit members
- it would disadvantage members
- neither

Please use the text box below to make any further comment on this question.

[Free text box]

### Proxy voting

Proxy voting is a form of voting whereby a member of a decision-making body may delegate their voting power to another representative to enable a vote in their absence.

It is possible some members may find that, due to their personal circumstances, they are temporarily unable to participate in meetings even if remote attendance provisions are in place. Provisions for proxy voting could provide additional flexibility to those who really need it on a time-limited basis, allowing affected members to indirectly exercise their democratic duty, participate in their local authority's governance, and ensure that their views are taken into consideration. In the context of local authorities, the representative would have to be another elected member of the local authority.

### Question 10

In addition to provisions allowing for remote attendance, do you consider that it would be helpful to introduce proxy voting?

- yes
- no
- unsure

### Question 11

If yes, for which of the following reasons which may prohibit a member's participation in council meetings do you consider it would be appropriate?

Please select all that apply:

- physical or medical conditions
- caring responsibilities
- parental leave or other responsibilities
- other [Free text box]

### Question 12

Are there circumstances in which you feel proxy voting would not be appropriate?

- **Position:** Members do not support the concept of proxy voting within Council meetings. They believe that a councillor should be required to attend—either in person or remotely—in order to cast a vote.
- **Concerns with Proxy Voting:**
  - **Risk of Predetermination:** Members feel that proxy voting could undermine the open and deliberative nature of Council discussions by potentially encouraging predetermined voting decisions. Councillors' attendance allows them to hear discussions firsthand, understand any arguments presented, and make an informed decision in real-time.
  - **Accountability and Democratic Participation:** Direct participation—either in-person or via remote attendance—is seen as essential to the democratic process, ensuring that each vote cast reflects informed judgement based on the full context of the meeting discussion.
- **Reasoning:** Totnes Town Council members hold that active attendance is a core responsibility of elected officials, and voting should not be outsourced through proxies, as this may dilute accountability and public trust in the decision-making process.

**Question 13**

If you think proxy voting is appropriate, are there any limitations you think should be placed upon it?

N/A

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Catherine Marlton  
Town Clerk  
20<sup>th</sup> November 2024

## ITEM 6 – LIST OF MEETING DATES

| Month                | Full Council,<br>7pm   | Council Matters<br>Committee,<br>6.30pm | Planning<br>Committee,<br>6.30pm | Town Matters<br>Committee,<br>6.30pm |
|----------------------|------------------------|---|----------------------------------|--------------------------------------|
| <b>December 2024</b> | Monday 2 <sup>nd</sup> | Monday 9 <sup>th</sup>                  | Monday 16 <sup>th</sup>          | None                                 |
| <b>January 2025</b>  | Monday 6 <sup>th</sup> | Monday 13 <sup>th</sup>                 | Monday 20 <sup>th</sup>          | Monday 27 <sup>th</sup>              |
| <b>February 2025</b> | Monday 3 <sup>rd</sup> | Monday 10 <sup>th</sup>                 | Monday 17 <sup>th</sup>          | None                                 |

### December

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

### January

Full Council – 6<sup>th</sup> January at 6.30pm  
 Council Matters Committee – 13<sup>th</sup> January at 6.30pm  
 Planning Committee – 20<sup>th</sup> January at 6.30pm  
 Town Matters Committee – 27<sup>th</sup> January at 6.30pm  
 Environment and Public Realm Working Group – 29<sup>th</sup> January at 4.30pm  
 Traffic and Transport Forum and Steering Group – 29<sup>th</sup> January at 6.30pm

### February

Full Council – 3<sup>rd</sup> February at 6.30pm  
 Council Matters Committee – 10<sup>th</sup> February at 6.30pm  
 Planning Committee – 17<sup>th</sup> February at 6.30pm  
 Strategy Delivery Group – TBC  
 Town Matters Committee – no meeting

**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

The following updates were shared at the Town Matters Committee:

Cllr Presswell updated on recent meetings with the Tennis Club about drainage in Borough Park and potential solutions for their club house, which would also help the Skate Park and Rugby Club.

Cllr Peters updated on Dart Estuaries meeting and the salt marsh areas around Totnes.

Cllr Auletta had engaged with the Devon Wildlife Trust in relation to the Bowden Pillars project and proposed that they are invited to present their plans at a future committee meeting.

**CALENDAR OF TOTNES TOWN COUNCIL MEETINGS 2025**

|                           | <b>Full Council</b>                   | <b>Council Matters Committee</b>              | <b>Planning Committee</b>       | <b>Town Matters Committee</b>         | <b>Strategy Delivery Group</b>                   | <b>Traffic and Transport Forum</b>               |
|---------------------------|---------------------------------------|---|---------------------------------|---------------------------------------|--|--|
|                           | Monthly                               | Monthly                                       | Monthly                         | Bimonthly                             | Bimonthly  | Quarterly  |
| <b>Officers attending</b> | Catherine Marlton                     | Catherine Marlton (Cover by Christina Bewley) | Sara Halliday                   | Sara Halliday (Cover by Lucy Ferrier) | Catherine Marlton (cover by the management team) | Lisa Baumback (Forums only)                      |
| <b>Jan = 5</b>            | <b>Full Meeting 6<sup>th</sup></b>    | <b>Meeting 13<sup>th</sup></b>                | <b>Meeting 20<sup>th</sup></b>  | <b>Meeting 27<sup>th</sup></b>        | None   | <b>Forum &amp; AGM 29<sup>th</sup> @ 6.30pm</b>  |
| <b>Feb = 4</b>            | <b>Full Meeting 3<sup>rd</sup></b>    | <b>Meeting 10<sup>th</sup></b>                | <b>Meeting 17<sup>th</sup></b>  | None                                  | <b>SDG Meeting 25<sup>th</sup> @ 6pm</b>         | None   |
| <b>Mar = 5</b>            | <b>Full Meeting 3<sup>rd</sup></b>    | <b>Meeting 10<sup>th</sup></b>                | <b>Meeting 17<sup>th</sup></b>  | <b>Meeting 24<sup>th</sup></b>        | <b>SDG Meeting 22<sup>nd</sup>@ 6pm</b>          | Steering Group if required*                      |
| <b>Apr = 4</b>            | <b>Full Meeting 7<sup>th</sup></b>    | <b>Meeting 14<sup>th</sup></b>                | <b>Meeting 28<sup>th</sup></b>  | None                                  | None   | <b>Forum (30<sup>th</sup> @ 6.30pm) &amp; SG</b> |
| <b>May = 4</b>            | <b>Annual Meeting 12<sup>th</sup></b> | <b>Meeting 19<sup>th</sup></b>                | <b>Meeting 21<sup>st</sup></b>  | None                                  | <b>SDG Meeting 27<sup>th</sup> @ 6pm</b>         | None   |
| <b>Jun = 4</b>            | <b>Full Meeting 2<sup>nd</sup></b>    | <b>Meeting 9<sup>th</sup></b>                 | <b>Meeting 16<sup>th</sup></b>  | <b>Meeting 23<sup>rd</sup></b>        | None   | Steering Group (SG) if required*                 |
| <b>Jul = 6</b>            | <b>Full Meeting 7<sup>th</sup></b>    | <b>Meeting 14<sup>th</sup></b>                | <b>Meeting 21<sup>st</sup></b>  | <b>Meeting 28<sup>th</sup></b>        | <b>SDG Meeting 29<sup>th</sup> @ 6pm</b>         | <b>Forum (30<sup>th</sup> @ 6.30pm) &amp; SG</b> |
| <b>Aug* = 2</b>           | <b>Full Meeting* 4<sup>th</sup></b>   | None  | <b>Meeting* 18<sup>th</sup></b> | None                                  | None   | None   |
| <b>Sep = 4</b>            | <b>Full Meeting 1<sup>st</sup></b>    | <b>Meeting 8<sup>th</sup></b>                 | <b>Meeting 15<sup>th</sup></b>  | <b>Meeting 22<sup>nd</sup></b>        | None   | None   |
| <b>Oct =</b>              | <b>Full Meeting 6<sup>th</sup></b>    | <b>Meeting 13<sup>th</sup></b>                | <b>Meeting 20<sup>th</sup></b>  | None                                  | <b>SDG Meeting 21<sup>st</sup> @ 6pm</b>         | <b>Forum (29<sup>th</sup> @6.30pm) &amp; SG</b>  |
| <b>Nov =</b>              | <b>Full Meeting 3<sup>rd</sup></b>    | <b>Meeting 10<sup>th</sup></b>                | <b>Meeting 17<sup>th</sup></b>  | <b>Meeting 24<sup>th</sup></b>        | None   | Steering Group if required*                      |
| <b>Dec =</b>              | <b>Full Meeting 1<sup>st</sup></b>    | <b>Meeting 8<sup>th</sup></b>                 | <b>Meeting 15<sup>th</sup></b>  | None                                  | <b>SDG Meeting 17<sup>th</sup> @ 12pm</b>        | None   |

\*If required. These 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).