



## AGENDA FOR THE TOWN MATTERS COMMITTEE

MONDAY 21<sup>ST</sup> SEPTEMBER 2020 – HELD REMOTELY USING ZOOM

MEETING LINK: <https://zoom.us/j/98354887576?pwd=eStOQWJpdjlGMW13L3RJb0pOWTFyUT09>

MEETING ID: 983 5488 7576      PASSCODE: 236002

You are hereby **SUMMONED** to attend the **Town Matters Committee**, which is to be held using remote meeting service Zoom on **Monday 21<sup>st</sup> September 2020 at 7.00pm** for the purpose of transacting the following business:

**Committee Members:** Councillors B Piper (Chair), V Trow (Deputy Chair), G Allen, P Allford, A Galvin, R Hendriksen, D Matthews, P Paine, S Skinner and L Webberley.

### 1. APOLOGIES FOR ABSENCE

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

*The Committee will adjourn for the following items:*

#### PUBLIC QUESTION TIME

A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.

*The Committee will convene to consider the following items:*

### 2. SOUTH HAMS DISTRICT COUNCIL RECYCLING SYSTEM

To receive an update from a South Hams District Council Officer about the new recycling system that will be introduced in 2021.

### 3. CONFIRMATION OF MINUTES

To update on any matters arising from the minutes of 27<sup>th</sup> July 2020. (Note: already agreed through Full Council.) Document enclosed.

### 4. ARTS WORKING GROUP

To note any update from the Arts Working Group on 17<sup>th</sup> September 2020 (standing item). Document to follow.

5. CLIMATE EMERGENCY WORKING GROUP

To note any update from the Climate Change Working Group on 15<sup>th</sup> September 2020 (standing item). Verbal update from Cllr Allen.

6. LICENSING POLICY CONSULTATION

To consider the draft Licensing Policy which is being consulted on by South Hams District Council, and to make any recommendation to Full Council in how to respond before the consultation deadline of 15<sup>th</sup> October 2020. Document attached and see <https://www.engagement.southhams.gov.uk/licensing>

7. SOUTH HAMS DISTRICT COUNCIL PLAYING PITCH STRATEGY

To consider how to respond to the South Hams District Council Playing Pitch Strategy and the specific questions about the use of Borough Park and longer term aspirations. Document attached.

8. STEAMER QUAY CARAVAN SITE LONG LEASE

To consider whether the Town Council would support a request to South Hams District Council for a long lease for the Steamer Quay Caravan Site. Document enclosed.

9. STEAMER QUAY AND LONGMARSH CAR PARK ISSUES

To consider the problems of overnight camping in the Steamer Quay and Longmarsh car parks and the resultant issues of rubbish and human waste.

10. DATE OF NEXT MEETING

To note the date of the next meeting of the Town Matters Committee – **Monday 16<sup>th</sup> November 2020 at 7.00pm.**

Sara Halliday

Committee and Cemetery Administrator

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 presentation, 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 Councillor 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.

ITEM 3 – CONFIRMATION OF MINUTES



**MINUTES FOR THE TOWN MATTERS COMMITTEE**

**MONDAY 27<sup>TH</sup> JULY 2020 – HELD REMOTELY USING ZOOM**

Present: Councillors B Piper (Chair), P Allford, D Matthews, P Paine and G Allen (joined at 7.20pm).

Apologies: Councillors R Hendriksen and V Trow.

Not Present: Councillors A Galvin, S Skinner and L Webberley.

In Attendance: Councillor S Collinson and S Halliday (Committee and Cemetery Administrator).

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

It was resolved to accept the apologies.

*The Committee will adjourn for the following items:*

**PUBLIC QUESTION TIME**

There were no members of the public present.

*The Committee reconvened.*

**2. To update on any matters arising from the minutes of 20th March 2020.**

The minutes of the meeting have been agreed by Full Council on 14<sup>th</sup> April 2020.

Item 3 – Complete. The note of the Arts Working Group was circulated to Councillors.

Item 4 – The Climate Change Working Group has not met due to the Coronavirus pandemic.

Item 5 – The Community Engagement Working Group has not met due to the Coronavirus pandemic.

**3. To consider the public consultation about pupil numbers at Bidwell Brook School (proposal to increase capacity from 110-140 day places for those aged 3-19 from September 2021) and a possible new special needs school in Devon.**

To **RECOMMEND** to Full Council that Totnes Town Council responds to the public consultation supporting the increase in day places at Bidwell Brook from 110 to 140 places, and that it supports the provision of a new social, emotional and mental health special school in Devon.

**4. To consider the accessibility of Council meetings held virtually under the Covid-19 emergency legislation.**

It was **AGREED** that there are challenges to holding meetings virtually, concerns about the Wi-Fi capacity in the Guildhall Offices to facilitate the smooth running of meetings, and whether the public know how to participate.

To **RECOMMEND** to Full Council that:

- An email is sent to all Councillors asking them how they are coping with using the Zoom software for meetings and if they have any accessibility requirements that Council Officers should be aware of (for example, requiring large print documents or always receiving hard copy papers);
- Councillors are reminded to speak clearly and slowly during Zoom meetings, and to not talk over each other to help all to be able to follow discussions; and
- The Council keeps under review the requirement to conduct all Council business remotely and ensure it keeps up-to-date with any changes to current Government and NALC (National Association of Local Councils) advice.

**5. To consider a request from a member of the public that a sign should be placed at Follaton House acknowledging its historic link to slavery.**

It was **AGREED** that the member of the public who raised this matter at Full Council should take the issue direct to South Hams District Council who own the building.

**6. To note the minutes of the Totnes Supporting Fairtrade meeting on 16th July 2020.**

Noted

**7. To note the date of the next meeting of the Town Matters Committee – Monday 21<sup>st</sup> September 2020 at 7.00pm.**

Noted. The Chair noted that he is pleased that this Committee has resumed meeting.

Sara Halliday

Committee and Cemetery Administrator

## ITEM 6 – LICENSING POLICY CONSULTATION

Dear Town/Parish Clerks

### Licensing Act 2003 – Licensing Policy Consultation

We are required to renew our Statement of Licensing Policy every five years. This policy shapes how decisions on the licensing of alcohol, entertainment and late night refreshment will be made within our area.

We have started a consultation on the draft policy and welcome comments or suggestions from residents, businesses and organisations within the local community. Proposed changes include new sections on safeguarding, film classifications and partnership working, as well as amendments due to updated legislation and statutory guidance. New sections are highlighted in red text within the document.

The draft policy can be viewed online here:

<https://www.engagement.southhams.gov.uk/licensing>

Any comments and proposed amendments received through the consultation will be considered by the South Hams Licensing Committee, to then propose adoption by Full Council in time for commencement in January 2021.

If you would like to submit any comments or suggestions for consideration, please email [licensing@swdevon.gov.uk](mailto:licensing@swdevon.gov.uk) no later than **Friday 16th October 2020**.

## ITEM 7 - SOUTH HAMS DISTRICT COUNCIL PLAYING PITCH STRATEGY

South Hams District Council and West Devon Borough Council are currently preparing a Playing Pitch Strategy (PPS), assessing whether there is sufficient provision throughout their areas for the sports of football, cricket, rugby, hockey and other pitch sports (such as rounders) into the foreseeable future. This study will help to improve planning for and investment in these sports and it is being overseen by a small Steering Group of local authority officers and national governing bodies of sport. Despite the uncertainty of the current situation, we are hoping to complete it by late Spring 2021.

We are writing to introduce ourselves as the consultants carrying out this work and to arrange a time when we could discuss with you the projects and aspirations involving playing fields within Totnes. We have carried out similar work in the area in the past and are based in Newton Abbot. South Hams District Council officers for Assets – Leisure/Recreation and Project Manager for the Strategy, and Place Making; Open Space, Sport and Recreation) have helpfully updated us, and we would like to follow this up by speaking to you directly.

We are currently visiting all cricket sites in the area, carrying out non-technical quality assessments, in line with advice from the ECB and Devon Cricket. (There is no need for anyone from the clubs to be present at these assessments as all clubs will be consulted via a questionnaire and/or telephone call over the next few weeks.) Winter pitch sport sites will be assessed later in the year, from early November onwards.

Although there is plenty of time to consult with yourselves and clubs and other users of the pitch sport facilities, it would be very helpful if we could arrange to chat with you later during September. Please let us know a convenient time or it may be easier for you to reply to the following questions, as fully as you wish:

- 1 Please state if you are responsible for the bookings of any football, cricket, rugby or hockey facilities in your town and if so, give brief details of the clubs/teams who book them and when they play (if known). (We will have some of this information from other sources)
- 2 If you are responsible for the maintenance of any of the grass playing pitches, please briefly state which, and set out the maintenance specification (e.g. frequency of grass cutting, seeding, aeration, weed killing and application of fertiliser, if known)
- 3 Are there any concerns around the quality and/or maintenance of your playing pitches and their associated changing facilities in your town?**
- 4 Are you aware of any groups in your community which are not catered for by the current provision of playing pitches?**
- 5 Do you receive requests for the use of playing pitch facilities which you cannot accommodate?
- 6 Please list any current aspirations and/or proposals for new or improved grass and/or artificial grass playing pitches in your town and if possible, state the stage reached in planning/funding etc.**
- 7 What other/particular issues within your town would you like the strategy to address and highlight? (e.g. any deficiencies in provision, improvements, cost of maintenance, access to school facilities etc.)**

Many thanks for your kind attention; I look forward to being in touch.

[www.belap.co.uk](http://www.belap.co.uk)

*Officer Advice: The Town Council has already responded to questions 1, 2 and 5. Town Matters should consider the questions in BOLD above and look to make any recommendations to Full Council.*

## ITEM 8 – STEAMER QUAY CARAVAN SITE LONG LEASE

The three year lease for the Totnes Caravan site runs out in December 2020 and the Caravan Club very interested in considering with South Hams District Council (the land owners) a long lease (25 year). Securing a long lease would attract investment from the Caravan Clune to enable upgrades and all year round opening. The alternative is a 5 year lease without investment.

*Officer Advice – the question for Councillors to consider is if they would support an all year round facility and upgrades at the Caravan site, and if so to write to the Caravan Club asking them to put their proposals in writing which will then help to negotiate the long lease they seek with South Hams District Council.*