



AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 3rd OCTOBER 2016 AT THE GUILDHALL TOTNES

You are hereby SUMMONED to attend the Meeting of the Council, which is to be held in the Guildhall, Totnes on **Monday 3rd October 2016 at 7pm** for the purpose of transacting the following business:

No	Subject	Comments
	Before the meeting the Council will receive an update from the Neighbourhood Plan Steering Group.	
1	To receive apologies.	
2	The Mayor will request confirmation that all Members have made any amendments necessary to their Declaration of Interests, if appropriate.	
3	<i>The Council will adjourn for the following items:</i> <u>Public Questions:</u> A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Council or other items that affect Totnes. <u>Reports from County and District Councillors</u> <i>The Council will convene.</i>	Enclosure
4.	To approve and sign the Minutes of the following Meetings : a. Full Council 5 th September 2016 b. People Committee 14 th September 2016 c. Planning Committee 1 st September and 22 nd September 2016	Enclosure
5	To consider any matters arising from the Minutes.	
6	To receive an update from a meeting with SHDC about the Waste Rounds Review.	Cllr Vint
7	To discuss a proposal to invite the Duke of Somerset's representative to a meeting with town councillors to explain the estate's development proposals.	Cllr R Adams
8	To note the <u>consultation</u> about Council Tax referendum principles and the closing date for responses of 28 th October.	The link is available at www.nalc.gov.uk/news
9	To note the minutes from the Remembrance Parade Meeting and to note the date of this year's Remembrance Parade on Sunday 13 th November.	Enclosure
10	To note the date of the next meeting on Monday 7th November 2016 at 7pm in the Guildhall.	

Helen Nathanson

Town Clerk



John Birch
SHDC Member for Totnes

Report for Totnes Town Council
meeting to be held on Monday 3 October 2016

I report on the following issues in which I have been involved during the last month

LACC PROPOSAL

As previously reported I am concerned that SHDC's plans to transfer the majority of its services to a company may be to its detriment and furthermore there has been a lack of consultation with town and parish councils.

I have tabled the following questions to be answered by the Leader of SHDC at the next full council meeting on 29 September 2016. I will report back on his answers at the meeting on 3 October 2016

1. Has any other local authority established a similar operating model? If so, please provide its name.
2. How will SHDC exercise control over the performance of the statutory services by the LACC?
3. Will the contract between SHDC and the LACC contain performance targets in respect of the services it provides? If so, what will be the sanctions in respect of non-performance?
4. As the LACC will require a Board of Directors, will selected members of both councils be appointed as directors? If so, will this not give rise to a conflict of interest?
5. When will advice be obtained in respect of a possible liability for Corporation Tax?
6. When will a confirmation/guarantee be obtained from LGPS in respect of the current pension deficit and how it should be treated in the event of the formation of the LACC?
7. Will there be provision within the agreement between SHDC and the LACC that provides for the disclosure of documents and information relevant to the provision and performance of the statutory services?
8. Has there been any assessment carried out in respect of the current skills and capacity of the proposed management team or their ability to deliver a successful LACC? What steps will be taken if, in carrying out the assessment, it is shown there is a need for additional skills and capacity?
9. Will the members be shown and given the opportunity to comment on any proposed contract to be entered into between SHDC and the LACC before its formation?
10. What steps will be taken to consult with the Town and Parish Councils on the proposed transfer of services to the LACC?

Duke of Somerset's proposals

On 15 September 2016 there was a meeting at Berry Pomeroy organised by its parish council. At the meeting the Duke of Somerset's agent presented proposals for several housing developments plus a Park and Ride site and farm shop building. The proposals are as follows;

1. Park and Ride at Blackpost Lane (400 spaces) plus farm shop and 20 dwellings
2. Old Redhill Quarry by Newton Abbot Road - 180 dwellings
3. Land north of Paignton Road near Berry Pomeroy junction - site for primary school and 65 dwellings
4. North of Weston House - 50 dwellings
5. South of Weston Lane - 40 dwellings

None of these proposals have been submitted to South Hams District Council or were discussed with SHDC councillors prior to the meeting at Berry Pomeroy. Furthermore none of the proposed development sites are included in SHDC's Joint Local Plan which was recently the subject of public consultation.

I would like to suggest that the Duke's agent be invited to present the proposals to the Town Council and then seek its views.

I believe that Totnes is adequately provided in respect of future housing provision as set out in SHDC's Joint Local Plan even with the deletion of the proposed 70 houses in the Totnes Central Area. (See below)

Town Central Area and Joint Local Plan

As previously mentioned, Councillor Robert Vint and I have called for the development proposals in respect of the Central Area of Totnes to be taken out of SHDC's Joint Local Plan. We propose that any plans for this area are instead drawn up by the community itself in the form of a masterplan as part of the community's own Neighbourhood Plan, instead of being included in SHDC's Joint Local Plan. This would ensure proper consultation, community led planning and a referendum before any plans were approved.

This issue is to be raised at a meeting between Totnes District Councillors and leading members of the administration and will be the subject of a further report.

SHDC is currently taking note of all of the responses and comments received during the recent consultation process of which there were a substantial number opposing the Central Area proposals. SHDC will be issuing a revised plan and in January 2017 councillors will be debating this. After the debate South Hams District Council will issue a revised plan and this will be the subject of further public consultation. Any objections will then go before a planning inspector for consideration.

District Councillor's Monthly Report
Covering the period from 1st - 23rd September 2016

John Green, SHDC Councillor for Totnes

23rd September 2016

Key messages

- The draft of the Joint Local Plan (JLP) is now expected to be published for full consultation in February 2017. There were in the region of 3,000 responses submitted to the initial consultation which closed in August, with approximately half of these relating to the Totnes area. I believe it would be in everyone's best interests if the T3 area, which includes the Market Square, was removed from the JLP in order for the Neighbourhood Plan to have a free hand in proposing a vision for the site.
- South Hams District Council is organising a public consultation on the proposed creation of a Combined Authority (CA) for Devon and Somerset in order to manage the proposed Devolution deal for the region. The consultation, which is expected to take place in January 2017, will not consider the contents of the proposed deal, but rather only the governance structure.
- A Homeless Stakeholder Consultation Day is being organised by SHDC to get the views from professionals and other interested parties on the needs and way forward for a strategy to tackle homelessness in the South Hams. It is being held in Totnes on 12th October. Anyone who has an expertise, or experience, in the field is welcome to contact me if they are interested in attending.

Attendance at meetings as Ward Councillor

- Mon 5th Sept.** **Totnes Town Council** - Attended the meeting.
- Wed 7th Sept.** **South Devon Rural Housing Association** – Attended the Annual General Meeting.
- Thurs 8th Sept.** **SHDC Local Authority Controlled Company** – Took part as a member of the Joint Steering Group tasked with looking into the key issues which have not yet been properly addressed, as the Council considers whether to go ahead with the creation of a Local Authority Controlled Company to manage all of the Council's key services.
- Tues 13th Sept.** **Homelessness and Rough Sleepers Group** – Took part in the meeting at the Marketplace Ministries in order to liaise with others on issues surrounding homelessness and rough sleeping in Totnes.
- Wed 14th Sept.** **SHDC Homeless Strategy** – Took part as a member of the SHDC Task and Finish Group responsible for preparing a Strategy to tackle Homelessness in the South Hams. The new strategy is expected to be launched in April 2017.
Totnes & District Traffic and Transport Forum – Attended the meeting.
- Thurs 15th Sept.** **SHDC Executive** – Attended the meeting which focused primarily upon the Council's Medium Term Financial Strategy.
for over 400 new houses in Bridgeland, as well as a park and ride for 400 cars.
- Fri 16th Sept.** **South Devon Area of Outstanding Natural Beauty** – Attended the AONB

Partnership Meeting as an observer. The AONB has prepared planning guidance for areas covered by the AONB.

Wed 21st Sept.

SHDC Partnership Task & Finish Group – Attended the meeting to discuss proposals for the Council's partnerships with the South Hams Citizens Advice and Community and Voluntary Service.

SHDC Budget Workshop – Took part in a meeting to discuss the budget priorities for the Council in 2017/18.

Totnes Neighbourhood Plan Steering Group – Attended the meeting, which included discussion about T3 and the proposals for new housing in Bridgetown.

Thurs 22nd Sept.

Devolution Myth Buster session – Attended the meeting where the Executive Director of South Hams District Council attempted to explain the rationale for devolution for Devon and Somerset, as well the proposed timetable for its implementation. Following a proposed consultation on the creation of a Combined Authority to manage the funds that would stem from devolution, it is expected that shadow arrangements would be put in place by the end of 2017 if the go ahead is given by the government.

SHDC Audit Committee – Attended the meeting which considered the risks associated with creating a Local Authority Controlled Company.

COUNCILLOR'S REPORT FOR 3rd OCT 2016

Robert Vint

DISTRICT COUNCILLOR'S REPORT

PROTECTING THE T3 TOTNES CENTRAL AREA.

SHDC's Local Plans for Totnes included general proposals for the Central and Southern Areas in 1996, 2002/4, 2011 and 2016. On each occasion this has caused significant anxiety for residents and market traders. Back in 2002 concerns led to the formation of the **Design Our Space** group and SHDC agreed to take this area out of their Local Plan and replace it with designs drawn up in 2004 by the community through extensive consultation. I have asked SHDC to do the same this time – to take the T3 area out of the Local Plan and to allow the Neighbourhood Plan group, in consultation with residents and traders, to draft a better plan that will require full consultation and approval through a referendum. I attach the information leaflet that I circulated at the recent protest and given to traders using the market on Fridays, Saturdays and Sundays. This details the assurances that I have *and have not* received so far from SHDC in response to my questions.

I am seeking to register the Market Square and Leechwell Garden as **Assets of Community Value** and to register Leechwell Garden and other key central gardens as **Local Green Spaces** – through the Neighbourhood Plan. In addition the Market is apparently protected by an ancient **Charter** (that I have not yet located) and the Market and most of the T3 area is within the **Conservation Area**.

Finally, I have asked SHDC for specific assurances that there would be a community **Masterplanning** exercise before any development is considered in this area and that there would be **no reduction in parking spaces** in the Town Centre and **no reduction in the space available to market traders** to put up stalls. SHDC's responses could be much clearer!

SITE PROPOSALS ON THE DUKE OF SOMERSET'S LAND.

I attended a presentation to Berry Pomeroy Parish Council of proposals of development sites given by Richard Maye of Maze Commercial Property Consultants on behalf of the Duke of Somerset. Eight sites were tentatively proposed around the upper / outer edge of Bridgetown - most of which were in the Parish of Berry Pomeroy. These sites are not included in the draft Joint Local Plan on which there was recent consultation. I have not formally been asked to comment on these proposals and I would like to first hear detailed comments from Totnes Town Councillors, Berry Pomeroy Parish Councillors and their Planning Committees.

STREET FURNITURE. I met recently with David Martin, who is coordinating proposals for improvements to street furniture in the Town Centre. In particular he is trying to ensure that street furniture comes in more consistent and attractive styles and materials in keeping with a Conservation Area. The need for better, bigger and stronger bins in and around the market has been recognised by the Town Team and several benches and sign posts could be improved. I am currently identifying the best ways in which to assist these projects.

DEVOLUTION "MYTH BUSTING" SESSION FOR COUNCILLORS (see my County Report)

PROTECTING THE CENTRE OF TOTNES

Cllr Robert Vint

SHDC's draft Joint Local Plan proposes "*Mixed Use and 70 dwellings in the T3 Totnes Central Area*" - but it goes into no further detail. This has caused a lot of concern so, as a Councillor for Totnes on SHDC, I have asked SHDC for the following **reassurances**:

1). **That Leechwell Garden will be protected from development.** SHDC did not clearly assure this. They just said "*Leechwell Gardens are recognised as a key asset of the Town*" - so I have taken action to protect the garden by registering it as a **Local Green Space** and **Asset of Community Value**. These methods can also be used to protect other gardens.

2). **That no houses will be permitted on the Grove School site.** SHDC confirm that "*the Grove School would be unaffected*". They won't knock down a new school.

3. 3). **That SHDC will not permit a reduction in the number of parking spaces in the Town Centre.** SHDC only said that they would "*protect car parking capacity*"

but not that they would retain the same number of parking spaces. The Government's National Planning Policy Framework (NPPF) says that "*Local authorities should seek to improve the quality of parking in town centres so that it is convenient, safe and secure*" - and the 2011 plan for Totnes promised "*retention of existing levels of car parking*" in the Totnes Central Area - so SHDC should be able to give a clearer assurance.

4. 4). **That SHDC will not permit a reduction in the retail space in the Market Square.** SHDC only said that they would "*enhance the market square*" and "*protect that key function*". We need to know that there will not be a reduction in space for stalls. I have asked Devon County Council to confirm that they have a historic **Charter** protecting the market and I have taken action to protect the Market as an **Asset of Community Value**. The NPPF requires Councils to "*retain and enhance existing markets and, where appropriate, re-introduce or create new ones, ensuring that markets remain attractive and competitive*" and it also says that "*It is important that needs for retail, leisure, office and other main town centre uses are met in full and are not compromised by limited site availability*". SHDC owns the Civic Square but the Town Council have leased the Civic Hall from them for 99 years until 2082. I have a copy of the lease. This means that SHDC can do nothing to any of the Civic Hall buildings or to the access routes to it for the next 66 years without the full agreement of the Town Council.

5. 5). **That there would be full community consultation on a Masterplan before any development is considered in the Totnes Central Area.** This

was promised in the 2011 Plan but has not yet been promised in relation to the new plan. The best assurance would be to **take the T3 Totnes Central Area out of the Joint Local Plan entirely** and to only allow improvements there that are proposed and fully supported by residents and traders as part of our own community **Neighbourhood Plan**. I have asked SHDC to do this. Everything in a Neighbourhood Plan requires thorough consultation and approval through a town **Referendum**.

I helped to set up the Totnes Market Traders Association several years ago. Whilst this organisation is no longer active I am keen to meet with market traders to see what more we can do to ensure protection of their businesses and to provide them with clear assurances. I am also keen to ensure that the entire community is able to take part in drawing up our **own plans** to protect and enhance the town through the Neighbourhood Plan process rather than leaving our future to property developers.

OUR TOWN: OUR PLAN

Cllr Robert Vint. County & District Councillor for Totnes. 75a High Street, Totnes TQ9 5PB.
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COUNCILLOR'S REPORT FOR 3rd OCT 2016

Robert Vint

COUNTY COUNCILLOR'S REPORT

HIGHWAYS CONTRACT. The Cabinet has agreed that *"the County Council's Highways Term Maintenance Contract be awarded to Skanska Construction UK Limited, as a single lot bid for the County Council (for the period 1 April 2017 to 31 March 2024, with extension options to 2027)."*

I have expressed concern that this effectively provides a single company with an **8-11 year monopoly** over maintenance work across the entire County and prevents competitive bidding for individual projects where town and parish councils question the cost and the use of local S106 money to finance them. I said *"It's not possible to ensure genuine competitive bidding and value for money when DCC awards its contract in the form of a single monopoly that covers the entire County for several years. We know that whoever wins this contract can then charge remarkably large sums for individual local projects. I would much prefer a system whereby the County Council obtains several quotes for each project and where Town and Parish can obtain and submit bids from other contractors when they think projects are being overpriced. Without proper competition residents can have no assurance that they're not being ripped off"*.

DEVOLUTION "MYTH BUSTING". Both the County and District Councils provided 'training sessions' for councillors to rebut some of the questions we have been asking about the Devolution proposals. The presentations confirmed my suspicions that the Devolution Plan was written by the Local Enterprise Partnership and merely rubber-stamped by local authorities. Neither council provided any clear explanation of how the target of 197,000 houses had been calculated and why there was no mention of the local need for affordable, social and rented accommodation – or why the sections on jobs make no mention of rural unemployment or the needs of the regions thousands of small businesses. I have tabled a Motion to challenge this (below)

BROADBAND DELIVERY. An update on the Connecting Devon & Somerset (CDS) Project was given to the Place Committee. The Government has promised 95% coverage by December 2017 so I asked why the Council has postponed that deadline until 2019. Many villages and towns still have unacceptably slow connections.

HIGHWAYS & MAINTENANCE ISSUES:

PAVING STONES: I have repeatedly reported and widely publicised the problem with loose and uneven paving stones in Ticklemore Street. I thought that these had been repaired but on closer inspection it seems that volunteers have carried out a temporary job by putting sand between the stones. If DCC really can't provide this kind of maintenance do we need to consider training teams of volunteers to do such work to proper standards?

SIGNS: I'm still waiting for a response on provision of "FairTrade Town" signs.

ELECTRIC CAR CHARGING POINTS: I am in touch with the non-profit Co-cars project in Exeter who say that they could install electric vehicle charging points in Totnes powered and maintained by a 100% renewable electricity supplier. Possible sites previously identified include near the Station ticket Office, in the car park by the old Co-op and in the rear car park at Follaton House.

South St Temporary Closure (reminder). A central section of South Street [between house numbers 15b and 3c – ie from the Blue Ball Hill to Leechwell Lane junctions] will be closed from Mon 28th Sept for up to one month for South West Water to replace a sewer. Hopefully only one lane will be affected. For details call South West Water on 0344 346 2020.

MOTIONS TO FULL COUNCIL:

I have tabled the following Motion:

"That this Council calls for references for the need for affordable housing to be added to the housing sections of the HOTSW Devolution Prospectus"

I have seconded the following Motion:

"This council commends the DCC Environmental Policy document that was produced in 2014/15 - and the reported progress against it, as set out in the Environment Performance Statement. However, the national trend is a significant and potentially catastrophic decline in insects and other wildlife, with some species heading towards extinction, as set out in the latest State of Nature report, published last month (September). The sharp decline in our species suggests that our collective efforts are still not enough to prevent a worsening position.

This council agrees that the 'Countryside and Heritage' section of the Environmental Policy document should be reviewed before the end of 2016, to see whether there are further opportunities for DCC to do more to benefit nature, including:

- management of the county farms estate, where current uncertainties linked to Brexit mean that we need to find other ways of achieving environmental gains through the actions of our tenants*
- through the management of our buildings and grounds (e.g. County Hall - a Grade 2 listed building set within a conservation area)*
- management of our multi-use trails (i.e. cycleways), which have potential for enhancement as wildlife corridors*
- through our community leadership role (e.g. in re-defining our environmental agenda in the light of Brexit, or in responding to current environmental problems such as ash dieback)"*

**MINUTES OF THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 5th SEPTEMBER 2016 AT THE GUILDHALL TOTNES**

Present: Councillors Cohen (Chair), R Adams, Westacott MBE, M Adams, Whitty, Piper, Sermon, Paine, Vint, Sweett, Hart-Williams, Elliot-Smith, Barker, Hendriksen and Simms

Apologies: Councillor Hodgson

In Attendance: Helen Nathanson (Town Clerk), Peter Bethel (Town Sergeant), 1 member of the press and 18 members of the public

No	Subject	Comments
1	To receive apologies.	It was RESOLVED to accept the apologies.
2	The Mayor will request confirmation that all Members have made any amendments necessary to their Declaration of Interests, if appropriate.	There were no amendments.
3	<p><i>The Council will adjourn for the following items:</i></p> <p><u>Public Question Time:</u> A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Council or other items that affect Totnes.</p>	<p>Members of the public made the following comments:</p> <p>A resident spoke about the condition of the pavements and pedestrian areas in Totnes which she feels are not safe for disabled people. A lady died recently following complications after a fall in Ticklemore Street and DCC should be asked to do more to make them safer.</p> <p>There should be a referendum to determine a response to the Joint Plan. The speaker expressed concerns about the reliability of SHDC planning officers. This was referred to the Planning Committee.</p> <p>A resident who owns an electric car would like to see more charging points in the town and suggested looking at privately funded initiatives in addition to authority-provided services.</p> <p>A business owner stated that the closure of the TIC is breaking her advertising contract and she will be writing to the Council about this.</p> <p>The Council was urged to support the renewal of Totnes's Fairtrade status. The Fairtrade group needs the support of the Town Council and considers that this initiative is important to the town and to developing countries who are often at the mercy of large companies. An invitation was also extended to any councillor who would like to join the Fairtrade Committee.</p> <p>A resident complained that the Town Council staff cost too much and do not deliver the same service as before such as watering hanging baskets and preparing seating plans for mayoral events. He was particularly shocked that, at the last Mayor Choosing, two past mayors did not have reserved seats with their names on.</p> <p>Another concern was expressed by a resident about the condition of the pavements – he witnessed another fall last week. He also</p>

	<p><u>Reports from County and District Councillors</u> <i>The Council will convene.</i></p>	<p>thought that the incident was exacerbated by the traffic problems and their impact on free passage for the ambulance. The badger cull has started in the South Hams and a resident expressed concern about the impact this will have on Totnes in terms of safety. It is not clear who does or does not have a licence but the badger group has put together a map. There will be a public demonstration and march in the town this Saturday.</p> <p>Councillor Vint explained that DCC is fulfilling its legal duties with regard to trip hazards on the highway but cannot afford to do more than this. He will continue to speak to them about the situation in Totnes.</p> <p>Councillor Green's report is attached. A question was asked about the high fence which has been erected along the river near Steamer Quay. The SHDC Conservation Officer is not happy about it and the Planning Committee is liaising with him. It was agreed that the Town Council would write a letter to the owner of the land to express our unhappiness with the situation.</p> <p>NHS Consultations –Councillors were urged to attend the consultation because there are some very important questions about local hospitals. It was considered that a Town Council response would be appropriate and this will be placed on the Operations Committee agenda for further discussion.</p> <p>Councillor Birch talked about the SHDC plans to set up a local authority controlled company. SHDC has not consulted over this and it was not mentioned in any manifesto. He feels that we should challenge this, as he has done. Event Policy Change Proposal – the Town Council was advised to respond to this consultation.</p>
4	<p>To approve and sign the Minutes of the following Meetings :</p> <ol style="list-style-type: none"> a. Full Council 4th July 2016 b. Recess Committee 18th August 2016 c. Planning Committee 30th June, 21st July and 11th August 2016 	<p>It was RESOLVED to approve and sign the Minutes with an amendment to replace "pre-planning" with "planning" in the minutes of the Recess Committee.</p>
5	<p>To consider any matters arising from the Minutes.</p>	<p>There were no matters arising.</p>
6	<p>To elect new councillors to Committees, Link Councillor positions and as representatives on Outside Bodies.</p>	<p>It was RESOLVED to make the following elections: Councillor Barker - Operations Committee Councillor Sweett - People Committee Councillor Hart-Williams - Operations Committee Councillor Elliot-Smith – People Committee</p>
7	<p>To elect councillors to the following vacancies:</p>	<p>It was RESOLVED to fill the vacancies as follows: Link Councillor for the Elderly and Vulnerable will be Councillor Elliot-Smith.</p>

	<p>Link Councillor for the Elderly and Vulnerable</p> <p>Link Councillor for Heritage</p> <p>Town Council representative on the Museum Trust</p> <p>Foundation Governors - KEVICC</p>	<p>Link Councillor for Heritage will be Councillor Piper.</p> <p>Town Council representative on the Museum Trust will be Councillor Simms.</p> <p>The 3 new Foundation Governors for KEVICC will be Councillors Elliot-Smith, Barker and M Adams.</p> <p>Fair trade Link Councillor will be Councillor Sermon.</p>
8	<p>To receive a proposal about the renewal of the town's Fairtrade status.</p>	<p>Councillor Vint asked the Town Council to give its support for the renewal of Totnes's Fairtrade status. He gave an overview about Fairtrade: Totnes Town Council is nominally a Fairtrade Council and the town has been Fairtrade for a few years now. He considers that this status contributes to our Tourism Strategy because it attracts visitors to the town.</p> <p>It was RESOLVED to support the Fairtrade group's renewal of the town's Fairtrade status.</p>
9	<p>To receive an update about the Arts meeting and grant funding.</p>	<p>Councillor Cohen gave an update about the Arts meeting last month to which all those in the town involved in arts and culture were invited. 39 people attended, with others sending apologies, and there was a very positive response. The intention now is to form a database to record everyone who would like to be involved and set up a group.</p> <p>The Paige Adams Trust has agreed to fund the support to write a Cultural Plan and to submit an initial expression of interest for grant funding under the Great Place Scheme. This support will be in the form of a grant for no more than £4,000 and it will pay for a specialist in the arts world to support the group and co-ordinate and write the Plan.</p> <p>It was RESOLVED that the Town Council would support this decision by the Paige Adams Trust.</p>
10	<p>To note the date of the next meeting on Monday 3rd October 2016 at 7pm in the Guildhall.</p>	<p>This was noted.</p>

END

MAYOR



**MINUTES OF THE PEOPLE COMMITTEE
WEDNESDAY 14 SEPTEMBER 2016 AT THE GUILDHALL OFFICES TOTNES**

In Attendance: Cllr T Whitty (Chair), Cllr K Sermon, Cllr B Piper, Cllr J Sweett, Cllr M Elliott-Smith

Present: Catherine Marlton (Deputy Town clerk), Press and 1 member of the public

Apologies: Cllr R Hendriksen

Arrived late: Cllr A Simms

Not present: Cllr R Vint

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council	The apologies from Cllr Hendriksen were accepted and noted.
	<i>The Committee will adjourn for the following item:</i>	
	Public Engagement: 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.	<p>A member of the public asked whether we have a Community Engagement Policy as well as a Community Engagement Plan.</p> <p>The Deputy Clerk explained that a draft document had been circulated to Councillors in 2014 but was reformatted into a Community Engagement Policy in table form before adoption.</p> <p>Cllr Whitty and the Deputy Clerk will investigate the draft policy document and consider bringing it back to People Committee and Full Council.</p> <p>The Deputy Town Clerk will ask Vision ICT if a search option can be added to the Town Council website.</p>
	<i>The Committee will convene to consider the following items:</i>	
2	To consider the funding and staffing implications of Christmas Community events in the Civic Hall.	<p>Councillors were very supportive of the Family Fun Nights in the Civic Hall that were piloted last year.</p> <p>Cllr B Piper, Cllr M Elliott-Smith, Cllr J Sweett and Cllr K Sermon were interested in working with Chamber of Commerce to run the nights and it was agreed to set a meeting date to discuss this further.</p> <p>The Deputy Clerk explained that the costs of the hall hire, licenses for events, a banner and craft materials for the families to use would amount to £170 a week so a total of £510. This is less than the 2015 pilot year as there are no staffing costs to include.</p> <p>The Deputy Clerk will meet with the Council Venues Working Group and review the budget to see where the costs to facilitate the nonprofit family nights in the Civic Hall on the late night shopping evenings can be funded from. The staffing and management of the events would be done by Chamber of</p>

		Commerce and a local event company with Councillors asked to volunteer where they can.
3	To receive an update about the Civic Hall and Guildhall.	<p>The Deputy Clerk explained about the current fire safety improvement works in the Civic Hall, and the few upcoming bookings.</p> <p>Councillors felt that the booking fees needed to be reviewed with the potential for local charitable groups to receive a further discount.</p> <p>The Deputy Clerk to investigate a new three tier hire fee system with the Council Venues Working Group and bring back to People Committee for discussion.</p>
4	To consider a request for twinning with Totnes, Suriname from Suriname Tourism Foundation.	<p>Councillors discussed this request and felt that the distance could make progress difficult but were supportive of making links internationally with other places named Totnes(s) as part of a wider network.</p> <p>The Deputy Clerk to email Suriname back and ask what they envisage in terms of going forward with a possible twinning process.</p>
5	To discuss requirements from the Committee for allocations in next year's budget for 2017/18.	<p>The Councillors were supportive of providing budget to Totnes Gardens for open space improvements/maintenance and to youth/older services provision.</p> <p>The proposed amendments to the Civic Hall hire rates was discussed under item 3.</p> <p>The Deputy Clerk to arrange a meeting with Caring Town to discuss how to financially support local information, homelessness, youth and older people, in partnership with local groups who are already providing and developing these services.</p>
6	To discuss a process for redrafting the Town Council Emergency Plan.	Deferred to the November meeting.
7	To review actions required on the Community Engagement Plan.	The Deputy Clerk to meet with Cllr T Whitty to investigate the format of the document and how to implement the action plan as a matter of priority.
8	To receive an update on Neighbourhood Planning and Open Space and Recreation Policy – standing item.	Cllr T Whitty to send out a draft document to the Committee next week prior to an October People Committee to discuss this document only before going to Full Council in November.
9	To receive an update on the Sport and Recreation consultation document.	Cllr T Whitty to circulate the document to the committee.
10	To receive an update on the Mansion and Caring Town Totnes – standing item.	The transfer of the Mansion is due to be completed end of September/start of October.

11	To receive an update on the emergency night shelter.	Cllr T Whitty explained that the works on the homeless shelter have been deferred until Spring 2017, which means the urgency for a temporary replacement unit on the site has now stopped as the existing building will be in use over the winter.
12	To set a standing day and time bi-monthly for the Committee's future meetings.	<ul style="list-style-type: none"> • Wednesday 19th October at 9.30am – single item for discussion Neighbourhood Planning and Open Space and Recreation Policy. • Wednesday 16th November at 9.30am

END

MAYOR

