

AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 5th DECEMBER 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 5th December 2016 at 7pm** for the purpose of transacting the following business:

No	Subject	Comments
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	<p><i>The Council will adjourn for the following items:</i></p> <p><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.</p> <p>Inspector Tapley, Devon and Cornwall Police, will attend the meeting to speak to councillors.</p> <p><u>Reports from County and District Councillors</u></p> <p><i>The Council will convene.</i></p>	Enclosure
4	To approve and sign the Minutes of the following Meetings : a. Full Council 7 th November 2016 b. Operations Committee 21 st November 2016 c. People Committee 16 th December 2016 d. Planning Committee 3 rd November and 24 th November 2016	Enclosure
5	To consider any matters arising from the Minutes.	
6	To note the minutes of the DALC Larger Councils Sub Committee on 10 th November 2016.	Enclosure
7	To note the date of the next meeting on Monday 9th January 2017 at 7pm in the Guildhall. Councillors are reminded that there will also be a Full Council meeting on 30th January 2017 at 7pm to agree the 2017/18 budget.	

Helen Nathanson

Town Clerk

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District Councillor's Monthly Report
Covering the period from 1st November – 25th November 2016

John Green, SHDC Councillor for Totnes

25th November 2016

Key messages

- SHDC is considering removing indicative housing numbers from the draft of the Joint Local Plan for the T3 central area of Totnes.
- The Totnes Neighbourhood Plan can enable the designation of Local Green Spaces to protect areas of importance to the local community. Once designated, new development in these areas will be ruled out, other than in special circumstances. Designations will need to meet the following criteria:
 1. Reasonably close proximity to the community: Normally within 400m of the community served.
 2. Demonstrably special to the local community: The land must fulfil one, or more, of the following criteria:
 - (a) Beauty: This relates to the visual attractiveness of the site and its contribution to landscape, character and/or setting of the settlement. It would need to contribute to local identity, character of the area and a sense of place, and make an important contribution to the physical form and layout of the settlement. It may link up with other open spaces and allow views through, or beyond, the settlement which are valued locally.
 - (b) Historic significance: The land should provide a setting for, and allow views of, heritage assets or other locally-valued landmarks.
 - (c) Recreational value: It must have local significance for recreation, perhaps through the variety of activities it supports, and be of value to the community.
 - (d) Tranquility: Areas that provide an oasis of calm and a space for quiet reflection.
 - (e) Richness of wildlife: This might include the value of the habitat for wildlife (this may require some objective evidence).
 3. Local in character, not an extensive tract of land. The areas would normally be fairly self-contained with clearly-defined edges. Blanket designation of open countryside adjacent to settlements are not appropriate. There is a no minimum size limit for a Local Green Space.Evidence will need to be provided showing that the space will be protected and managed into the future.

Attendance at meetings as Ward Councillor

- Wed 2nd Nov** **Meeting to discuss Totnes Market** – Met with the Totnes Town Council and the other District Councillors representing Totnes to discuss issues which have come to light with the market in Totnes.
- Tues 3rd Nov** **SHDC Overview & Scrutiny Panel** – Took part as a Member of the Panel to scrutinize the Council's approach to safeguarding vulnerable people, progress order to improve service performance, the role of the Locality Officers, and proposals to cut funding for beach safety on private land.

Torr Quarry Waste Depot – Visited the South Hams waste and recycling centre at Torr Quarry to gain insight into the practicalities of the waste collection service run by the Council.

Berry Pomeroy Parish Council – Attended their monthly meeting.

Mon 7th Nov

Totnes Town Council - Attended the meeting.

Wed 9th Nov

SHDC Partnership Task & Finish Group – Attended the meeting where proposals were developed for future funding for Citizens Advice, and Community & Voluntary Service in the South Hams.

Local Authority Controlled Company (LACC) – Met with the Leader of the District Council and other members of the Joint Steering Group responsible for making recommendations on whether to progress with the LACC to discuss legal advice affecting its feasibility.

Totnes and District Traffic and Transport Forum – Attended the AGM and monthly meeting.

Thurs 10th Nov

Joint Local Plan – Met with Officers and the SHDC Executive responsible for the Joint Local Plan to consider new proposals for developments, as well as how to deal with the T3 central area in Totnes within the Plan.

Fri 11th Nov

HATOC meeting – Attended the meeting at which Cllr Hodgson proposed that Totnes should be given much more funding to deal with traffic issues it is facing.

Mon 14th Nov

Joint Steering Group for the Local Authority Controlled Company – Took part in the Joint Steering Group where we met with Unions which have concerns about the creation of a LACC, discussed pension issues and assessed other issues which would affect the viability of establishing a LACC.

Wed 16th Nov

Totnes Market discussion at SHDC – Met with senior management at SHDC and the other District Councillors representing Totnes to help to resolve issues which have come to light with the market in Totnes.

Totnes Neighbourhood Plan Steering Group – Attended their monthly meeting.

Thurs 17th Nov

Bridgetown walk to discuss bins and recycling – Joined other Councillors and SHDC Officers on a walk around Bridgetown to consider the location of street bins and recycling facilities.

Wed 23rd Nov

Development Management Committee – Supported the proposal for the members of the Development Management Committee to visit the garages 1-3 adjacent to 1A Christina Park in Bridgetown to assess whether the proposed three story dwelling is appropriate.

Totnes Christmas Market – Met with a shop owner to discuss issues with the positioning of Christmas Market stalls outside shops on Fore Street.

Thurs 24th Nov

Met with the SHDC Executive Directors – Met with the two Executive Directors and other Opposition Group Councillors to raise issues with planning enforcement, Council staff morale and the functioning of the Overview and Scrutiny Panel at which the homelessness strategy for the South Hams and West

Devon was supported and the Council's performance measures were assessed.

MINUTES OF THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 7th NOVEMBER 2016 AT THE GUILDHALL TOTNES

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

Apologies: Councillor Hendriksen

In Attendance: Helen Nathanson (Town Clerk), Peter Bethel (Town Sergeant), 2 members of the press, 5 members of the public and District Councillors Green and Birch

No	Subject	Comments
	<p>Before the meeting the Council will receive the following presentations: An update from the Destination Manager about tourism support in the town.</p>	<p>An update was received from the Destination Manager in which she outlined her overall aim to start marketing Totnes to a wider audience. See attached briefing notes.</p>
1	<p>To receive apologies.</p>	<p>It was RESOLVED to receive the apologies.</p>
2	<p>The Mayor will request confirmation that all Members have made any amendments necessary to their Declaration of Interests, if appropriate.</p>	<p>There were no amendments.</p>
3	<p><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.</p>	<p>Members of the public spoke about the following items:</p> <p>A member of an adjoining parish spoke about the Totnes Hospital League of Friends 60th anniversary celebration in the church, which was attended by many local groups. He understood that an invitation had been sent to all town councillors and was dismayed to find that only one attended. He believes that the invitation was to all councillors and not just the mayor and wanted to know why this invitation was not passed on. He also spoke about the Mayor's attendance at a performance of Handel's Messiah in Exeter cathedral. He considered that this music contains Christian content and that the Mayor should therefore rethink her position on church attendance and attend the church service for Remembrance Sunday.</p> <p><i>The Mayor replied and explained firstly that the invitation had been sent simply to the Town Council and that it was unclear that all councillors were invited. The Mayor's PA did also phone to check to whom it was addressed and again it was not specified that it was for all councillors. Secondly, the Mayor explained that she sees music such as Handel's Messiah as a work of art to be appreciated for that reason and not for its connection to religion. She declined to comment on her attendance at church.</i></p> <p>A resident who had previously expressed concern about SHDC allegedly holding discussions in secret about developments in the town asked that members of the community be allowed to attend such alleged meetings because these developments are so important and we should not be shut out from financial discussions. He also asked about the ATMOS referendum and was referred to the SHDC website for information because the Town Council was not able to comment during Purdah.</p> <p>A resident spoke about the traffic in Fore St and High St. He considers that, in the event of a serious emergency, vehicles would not be able to get through and he showed photographs of a particular day and time as evidence.</p>

Reports from County and District Councillors

The Council will convene.

A member of an adjoining parish asked about the Cemetery Chapel and why it could not be used for non-denominational funerals. She considered that this would be a good use of the Chapel and stated that she was previously told that there was no capacity in the office to manage such an arrangement.

The Town Clerk replied and explained that the decision not to proceed with such an arrangement was not to do with capacity but that, having met with local funeral directors, it was clear that there was no market for a non-denominational chapel in this area.

County Councillor Vint

He has met with the head of Highways and has suggested key changes to procurement policy. Cllr Piper asked about this because he thinks Highways maintenance contract is a very confusing document particularly with reference to monopoly. He asked if the arrangements would be under scrutiny and not result in similar situations to the ten year wait for a crossing at the Grove school. Councillor Vint took the points for action. Councillor Vint has asked DCC to set up a system across the whole county showing how S106 money is spent and making things more transparent. Councillor Hodgson asked about the cycle racks which have been removed from the Civic Square and which need to be reinstated. The racks belong to the District Council and will be relocated following discussions with the cycling group on TTTF.

Councillor Hodgson asked about the issue of Shared Space and when it will come up again on the HATOC agenda. Although the Town Council wants to discuss this, DCC has indicated that there are no funds for this at present. Electric vehicle charging points – Councillor Vint is trying to revive a project from a few years ago to identify charging points within the town.

District Councillor Vint

Removal of pay phones: one on Plymouth Rd opposite the Cemetery; and one near Westonfields. The former was used 83 times and the latter 6 in the last year. He has asked for more info about whether or not they were use at night for emergencies before making a decision.

District Councillor Green

The date for the next draft of the Joint Local Plan has been put back to 6th March 2017 but with the intention still to adopt the Plan by winter 2017. It was agreed that Totnes needs to adopt its NP before then.

There will be a consultation in the spring on the devolution plans. This will focus on the combined authority section and governance arrangements rather than the economic element of the deal. There could be a link between devolution and the proposed Local Authority Controlled Company (LACC): if the South West achieves a devolution deal, this could lead to the creation of more unitary authorities, in which case the LACC could be providing the services for that unitary authority.

If the LACC goes ahead as planned there would be an arms-length company and councillors would have far less control over things like scrutiny. The Board of Directors could also be from outside the authority.

There will be 3 Atmos briefing sessions for anyone wanting to find out more about the referendum.

Councillor Green apologised on behalf of SHDC about the phone and email problems and hopes the situation will improve.

		<p><u>District Councillor Birch</u></p> <p>SHDC Cllr Hicks has released a video explaining why T3 should stay in the local plan and he also read out a statement to the Overview and Scrutiny Committee. Councillor Birch was very disappointed that other councillors were not allowed to ask any questions about this at the time.</p> <p>There will be Members' sessions about the JLP on 10th and 16th November which are not open to the public: our district cllrs will emphasise the T3 issues.</p> <p>An abandoned vehicle on the bridge advertising a garage which is not even in Totnes is now with the SHDC Enforcement team and action will be taken to remove it.</p> <p>A question was asked about present employees taking up positions in a new LACC: they would be subject to TUPE regulations and their employment rights retained for a specified period. The SHDC pension deficit is a concern and they are taking legal advice on this.</p> <p>Charitable events and charges for use of areas owned by SHDC: the original WG which produced a document proposing the charges has been disbanded and the process is starting again. Councillor Birch is on the new Committee and he will propose that there is no charge for charitable events.</p>
4	<p>To approve and sign the Minutes of the following Meetings :</p> <ol style="list-style-type: none"> a. Full Council 3rd October 2016 b. Operations Committee 6th October 2016 c. People Committee 19th October and 1st November 2016 d. Planning Committee 22nd September and 13th October 2016 e. Personnel Committee 17th October 2016 	<p>It was RESOLVED to approve and sign the minutes of the following meetings:</p> <ol style="list-style-type: none"> a. Full Council 3rd October 2016 b. Operations Committee 6th October 2016 c. People Committee 19th October and 1st November 2016 d. Planning Committee 22nd September and 13th October 2016 e. Personnel Committee 17th October 2016
5	<p>To consider any matters arising from the Minutes.</p>	<p>The following matters arose:</p> <p><u>Full Council</u></p> <p>Item 5</p> <p>Cllr Hodgson wanted more information about the statement given by the Mayor in response to a query about the present wage bill. She questioned the figures presented for the 2009 wage bill and said that she did not think they were accurate. The Town Clerk explained that the figures were taken from the 2009 wage file, in which all payments to staff are recorded using official reports. Councillor Hodgson was invited to look for herself at this file.</p> <p><u>Operations Committee</u></p> <p>Item 2</p> <p>It was RESOLVED to get quotations for memorial safety testing.</p> <p>Item 3</p> <p>Eastgate Clock Lease</p> <p>Councillors M Adams, Westacott MBE and Whitty declared an interest as members of the Museum Trust and did not vote.</p> <p>It was RESOLVED to advise the Costume Museum that we need a sub-lease for them for 5 years at £1 per year.</p> <p>It was RESOLVED to offer the Museum Trust a 5 year renewal on their lease at £1 per annum. The space will be shared with the Costume Museum and the Town Council and the Museum will be requested to tidy up and reduce unnecessary holdings in the space.</p>

		<p>Item 9 It was RESOLVED to hold two budget training sessions for all councillors. The Town Clerk will arrange these. It was RESOLVED to summons a Full Council meeting on 30th January 2017 in order to agree and set the budget. People Committee 1st November 2016</p> <p>Item 4 Following a discussion, it was RESOLVED to:</p> <ul style="list-style-type: none"> • Write to the Sec of State for Health and NHS England asking for the NHS Success Regime project for Devon to be cancelled due to the flawed and misleading consultation process • Write to the CCG rejecting the proposed cuts and asking for adequate funds to be invested in local services and local hospitals • Support local community services and voluntary groups who look after the health and wellbeing of Totnes residents. <p>Item 5 Councillor Whitty explained that there were no financial implications for the Open Space Policy until the NP had been adopted. The Plan is necessary so that SHDC knows how to spend \$106 money. It was RESOLVED to adopt the Neighbourhood Planning Open Space, Sports and Recreation Strategy. It was RESOLVED to support the application for Leechwell Garden to be listed as a local green space. Councillor Whitty was thanked for his very detailed piece of work.</p> <p>Item 6 It was RESOLVED to fund the Christmas Family Fun nights in the Civic Hall at a cost of £500.</p> <p>Item 7 It was RESOLVED to make the People Committee meetings monthly rather than bi-monthly.</p>
6	<p>To receive the following proposal from Cllr Hodgson: "That in light of the public concern regarding the future of the town centre site (known as T3), Totnes Town Council formally requests South Hams District Council to remove this controversial site from the Joint Local Plan with the provision that Totnes Neighbourhood Plan group is allowed to propose how appropriate areas or zones of this site should be redeveloped further to their public consultation processes."</p>	<p>This was received and discussed. It was RESOLVED to support the proposal with a slight amendment as follows: In the light of the public concern regarding the future of the town centre site (known as T3), Totnes Town Council formally requests SHDC to remove this controversial site from the Joint Local Plan with the provision that Totnes Neighbourhood Plan group is allowed to propose how appropriate areas or zones of this site could be redeveloped further to their public consultation processes.</p>
7	<p>To receive the following proposal from Cllr Hodgson: "That Totnes Town Council will support the designation of the civic square / market area and Leechwell Gardens as an Asset of Community Value (ACV) and investigate transferring the ownership of these areas together with the car</p>	<p>This was received and, following a discussion, it was RESOLVED to support the proposal with the following amendment: Totnes Town Council will support the designation of the Civic Square/market area and Heath's Garden as an Asset of Community Value and will investigate leasing or transferring the ownership of these areas together with the car parks within the T3 site from SHDC to Totnes Town Council subject to budget being made available. This item will also be placed on the next Operations Committee agenda to consider the financial implications of such a decision.</p>

	parks within the T3 site from South Hams District Council to Totnes Town Council.”	
8	To receive a request from the Totnes Trust.	<p>This was received and the following points were made during the discussion:</p> <p>Councillor Vint declared a personal interest as a member of the Totnes Trust.</p> <p>The Image Bank is very important for the town and we should help and encourage them to find a new home. Councillor Hodgson would like the Mansion to be considered as an option.</p> <p>It was RESOLVED to agree to the installation of a lock on the glass front door; to agree to the use of the ground floor by Totnes Caring; and to assist in any way that we are able with relocating the Image Bank.</p>
		<i>It was RESOLVED to exclude the press and public “by reason of the confidential nature of the business” to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>
		<p>The following confidential matters arose:</p> <p>Personnel Committee 17th October 2016</p> <p>Item 9</p> <p>Councillor Hodgson expressed concerns over previous recruitment processes because she did not think she was properly involved. Councillor Westacott MBE stated that all members of the Council and Personnel Committee had been involved correctly. The Town Clerk explained that the two recent appointments of a Destination Manager and Arts Officer were contracts rather than staff and subject to different regulations in terms of recruitment.</p> <p>Operations Committee</p> <p>Item 2</p> <p>It was RESOLVED to revise the terms of the grounds maintenance contract and tender for the new arrangements.</p> <p>It was RESOLVED to write to the Bearns family and establish whether or not they have any interest in taking on the Chapel. If they do not, then it was RESOLVED to seek pre-planning advice to inform our options for future use of the building.</p>
9	To note the date of the next meeting on Monday 5th December 2016 at 7pm in the Guildhall. On completion of the meeting, there will be Christmas drinks in the Guildhall.	This was noted and the meeting ended at 9.45pm.

END

MAYOR

MINUTES OF THE OPERATIONS COMMITTEE
MONDAY 21st NOVEMBER 2016 AT THE GUILDHALL TOTNES

Present: Councillors M Adams (Chair), Cohen, Barker and Westacott MBE

Not Present: Councillors Paine and Hart-Williams

In Attendance: Helen Nathanson (Town Clerk) and 1 member of the press

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	There were no apologies.
	<i>The Committee will adjourn for the following item:</i>	
	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.	No members of the public were in attendance.
	<i>The Committee will convene to consider the following items:</i>	
2	To discuss any matters arising from the minutes of the last meeting.	The following matters arose: Item 10 The Town Clerk explained that the new Police and Crime Commissioner for Devon and Cornwall wants to support the rollout of CCTV across the region and there may well be some financial and in-kind support for this. We are awaiting more information about this.
3	To note the minutes of the Cemetery Working Group and to consider any recommendations.	These were noted. It was RECOMMENDED that the changes are made to the maintenance contract subject to the new cost. It was RECOMMENDED that we accept the quotation for memorial safety testing.
4	To note the Town Team minutes and to consider the proposals therein.	These were noted and the proposals discussed. It was RECOMMENDED that the Town Team be closed and the Town Centre Partnership formed as proposed. The Town Team was thanked for all the work it has achieved. Discussion was had about the Town Centre Manager roll and the Committee considered that more information was needed. It was suggested that the new Town Centre Partnership should look at the role and provide SMART objectives and targets to show how the role would contribute to the town. The Committee would also like the TCP to consider how the role would be funded. In the meantime, it was RECOMMENDED that the Town Council should continue to provide support to the Town Centre Partnership by providing administrative/secretarial services.
5	To note the minutes of the Council Venues WG.	These were noted. A question was asked about Item 1 and the proposed rate for local community events. The Committee requested that this be re-submitted with a chart showing all the present hire charges for comparison. The Committee was supportive of Item 6.

6	To discuss the proposed amendments to the Mayoral Allowance and Civic Budget Policy.	This was discussed and further amendments were made (see highlighted notes on the Enclosure). It was RECOMMENDED that the new draft be approved.
7	To discuss a request from Totnes Gardens for funding in the 2017/18 budget.	This was discussed and the Committee agreed that Totnes Gardens provided a valuable service to the town. It was RECOMMENDED that this request be included in the budget considerations. Councillors M Adams and Westacott MBE declared a personal interest.
8	To discuss a proposal from Caring Town Totnes for working in partnership to provide local information services.	This was discussed and the Committee asked for clarification of the following before agreeing to the arrangement: On Page 5 under "Responsibilities" – paragraphs 1 and 3 do not make it clear how the Town Council will be involved in decision making. Paragraph 8 – The Committee did not consider that there is a need for Caring Town to be involved with discussions on the Visit Totnes website because its focus is on visitors. Subject to clarification of the above, it was RECOMMENDED that Option 1 be adopted.
		<i>It was RECOMMENDED 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.</i>
9	To discuss the correspondence regarding the Totnes Guide.	See confidential notes to the minutes
10	To note the date of the next meeting on Monday 19 th December at 3pm.	This was noted and Councillors Barker and Cohen gave their apologies.

END

MAYOR

Minutes for the Cemetery Working Group Meeting on Monday 7th November 2016 at midday.

Present: Cllrs R Adams, M Adams and P Paine, Helen Nathanson (Town Clerk) and Laura Shearer (Cemetery Officer).

1. The following recommendations will go to the Operations Committee for approval:

To make changes to the maintenance contract to include:

- Section 1 (Next) – increase from 8 cuts to 14 cuts per annum.
- Section 2 (Old) – Keep at 8 cuts per annum. Include a strip of short grass either side of the road to be cut 14 times per annum.
- Section 3 (Extension) Reduce from 16 cuts to 14 cuts per annum with the possibility of reduced cuts on the unused ground.
- Related paths to be blown clear after each cut.
- NO weekend cutting.

Memorial safety testing – to approve using Option 2 on the quote received which includes:

- All memorials surveyed and photographed.
- Cemetery notices and newspaper text.
- Cemetery zoned.
- All memorials recorded and photographed; dilapidated kerbs and illegible memorials identified for removal.
- All memorials over 625mm inspected.
- Dangerous memorials notified within 24 hours.
- All other results within 7 days.
(£1.25 per memorial)

2. The following updates was given from the Cemetery Officer:

- Trees on the east boundary - The Cemetery Officer has obtained 2 quotes and will be meeting with a third tree surgeon on Friday. Once 3 quotes have been received the Town Clerk will go ahead with the cheapest option.
- Hedge along Plymouth Road has been cut back to improve pedestrian access.

Actions

- a) The Cemetery Officer will arrange another meeting for December.
- b) Maintenance contract changes will be taken to the Operations Committee.
- c) Memorial safety testing option will be taken to the Operations Committee.
- d) Cemetery Officer will meet with third tree surgeon.

Minutes of the Town Team Meeting – 24th October 2016

Present: Lindsay Garner (Chamber of Commerce), Councillors Robert Vint and Ben Piper, Peter Rees (TTTT), Frances Northrop (TCDS), Ian Franklin (Totnes Trust), Mike Craddock, Wendy Reid, David Martin and Bob Tildesley.

We had a very productive meeting last night at which the proposal for a Town Centre Partnership and Town Centre Manager was discussed (see below). It was universally agreed to recommend this proposal to restructure the Town Team.

The proposal will go to the Town Council People Committee meeting on 16th November and to the Operations Committee on 21st November for discussion by councillors.

There will be one more Town Team meeting after that, to receive feedback and to go through the actions needed to make the changes, such as inviting new members: the next meeting will therefore be on **Tuesday 22nd November at 5.30pm** in the Guildhall.

Proposal to close the Town Team and create a Totnes Town Centre Partnership

Totnes Town Team has been in existence since September 2013 when it was set up by the Town Council to promote the town and encourage visitors. The focus has changed over time and there have since been other developments within the town, for example: the Town Council has now set up the Tourism Partnership and employed a Destination Manager to promote and market Totnes to visitors; the Neighbourhood Plan is being drafted; and there is a lot of strong feeling about the Market Square element of the South Hams Local Plan. It seems to be a good time to reflect on the work achieved by the Town Team and to establish the future requirements.

A popular model around the country is a Town Centre Partnership and, following discussion at a meeting of the Town Team, the group has voted to recommend restructuring and creating a Town Centre Partnership for Totnes.

What are the main reasons for change?

We will increase our ability to draw down funding and influence policy if we are a formally constituted body with a representative mix of people and organisations.

We will be more transparent in our workings and therefore more accountable and accessible.

We will have a clearer link both to the economic element of the Neighbourhood Plan and to the Town Council priorities for Economy.

How will it work?

Membership will include similar representation to the current Town Team but will be extended to ensure that we have a representative mix of businesses, residents, local government and local organisations. The aim of the Partnership will be to drive innovation and improvement in our retail area, including streetscene projects, support to businesses, liaising with landlords, building relationships with local authorities and attracting new investment.

It is hoped that the Partnership will be supported by a Town Centre Manager.

Totnes Town Centre Partnership Terms of Reference

1. Town Centre Partnership Vision

The aim of the Partnership is to drive innovation and improvement in our economic and business area and to secure our position as a thriving and independent market town and cultural centre. The focus of the Partnership will include streetscene projects, support to businesses, liaising with landlords, building relationships with local authorities and attracting new investment.

2. Town Centre Partnership Objectives

The Town Centre Partnership is a driver of positive change for our town centre, and will help provide direction and leadership to the wider community. This will involve:

- Establishing a shared set of principles, policies and operating standards
- Developing and delivering on our Town Centre Partnership Plan
- Everyone taking responsibility and upholding our Town Centre Partnership Plan
- Being inclusive of & transparent to stakeholders

3. Town Centre Partnership Membership

The Town Centre Partnership will welcome and invite general membership from any community or business organisation that wishes to help with its vision and objectives. Where possible membership from any single organisation will be restricted to one as additional representation may affect the balance of interests in the group. All businesses and community groups will be given the opportunity to join. In the first instance, the membership will include a representative from each of the following organisations:

Totnes Chamber of Commerce

Transition Town Totnes

Totnes Market Traders

Totnes Trust

Totnes Industrial Estate

Bridgetown Alive!

Totnes Town Council

Totnes Community Development Society

In addition, there will be two places for local residents: one for those who live in the centre of the town and one living on the outskirts, so that the different experience of each may be included. These places will be advertised annually and applications invited and considered by the other members.

The general membership of the Town Centre Partnership will be kept under review and representatives from other businesses and organisations will be invited to the meetings, as necessary and appropriate, to assist with the work of the Town Centre Partnership. These will include but not be limited to:

South Hams District Council – Totnes Ward Councillors

Devon County Council – Totnes Locality Officer

Totnes Traffic and Transport Forum

Totnes Gardens

Police

4. The Town Centre Partnership Area

The focus of the Partnership is on the economic and business activity occurring within approximately half a mile of the town centre. See attached map.

5. Town Centre Partnership Decision Making

Members of the Town Centre Partnership must have the authority to represent their organisation. Conflict of interests should be declared promptly. Any potential financial or pecuniary benefit to themselves, or their company / organisation arising from the recommendations of the Town Centre Partnership, should be declared immediately.

It is preferable that all Town Centre Partnership members have a clear and demonstrable interest in their local town centre.

All Town Centre Partnership members will nominate and elect a Chair; all members will have an equal vote. In the event of a tie on any vote, the Chair will have a casting vote. Decisions will be made by consensus where possible, although a decision can be carried if 75% of Town Centre Partnership members agree. For any decision to be made, at least 75% of Town Centre Partnership members need to be present at the time of voting.

6. Town Centre Partnership Task Groups

Where appropriate the Town Centre Partnership may wish to establish Task Groups to focus on key projects. Task Groups can be established with agreement of the Town Centre Partnership, and each Task Group can only make recommendations for the Town Centre Partnership to vote on, unless

specific permission has been given to carry out actions or incur expenses on behalf of the Town Centre Partnership.

7. Relationship of the Town Centre Partnership with Elected Bodies

Wherever possible the Town Centre Partnership will work to ensure that the relevant local authority is kept informed about proposals and opportunities for partnership work. The Town Centre Partnership also accepts they have a responsibility to engage with various local authority departments to ensure wider, regional strategic objectives are not undermined.

8. Town Centre Partnership Group Meetings

The Town Centre Partnership will meet at least once every two months in accordance with a meeting calendar approved by the group. Meetings will be minuted and these will be made available for viewing on the Town Council website within two weeks of the meeting taking place. Copies will be circulated to Town Centre Partnership members. Minutes may be edited to remove commercially sensitive information. With regards to conduct of discussions and business, the Chairperson's ruling is final. Chairperson responsibilities will include:

- Setting the agenda for each meeting
- Opening Town Centre Partnership Group meetings & clearly explaining the agenda
- Clarifying, summarising and where necessary assigning people to key roles throughout the meeting
- Keeping the meeting to time and wrapping it up within 90 minutes or less
- Encouraging broad participation from members in discussions
- Closing the meeting with a summary of decisions and actions

9. Communication

The Town Centre Partnership recognises the importance of communicating with the wider network of local businesses, residents, community groups and local authority interests within the Town Centre Partnership area. The Town Centre Partnership undertakes to provide this wider network with written updates of activity on a minimum of a bi-monthly basis.

All press and external enquiries will be handled by a nominated person on the Town Centre Partnership. Prior to any press release or similar statement, marketing material or other publication being made available to an external group, the Chairperson and two Town Centre Partnership signatories are required as a final sign-off.

10. Town Centre Partnership Finances

The Town Centre Partnership accounts will be looked after by the Town Council. The Town Centre Partnership will seek to gain funding from organisations wishing to support its aspirations. These could include financial contributions from statutory bodies, donations or grant funding. All funds raised will be deposited in that account. A specified member of the Town Centre Partnership will be asked to monitor the accounts and provide updates when required. A summary of all Town Centre Partnership financial transactions and funds will be made available to all Town Centre Partnership members and the general public on a basis to be determined by the Chairperson, although this will be at least annually.

11. Amendments to the Terms of Reference

All general members of the Town Centre Partnership will be asked to vote on any proposals to change these Terms of Reference. All members will be invited to an extraordinary meeting where the changes will be presented for approval by the Town Centre Partnership. All members will be notified at least two working weeks in advance of any proposals to change the Terms of Reference. General members will be provided with a copy of the amended draft Terms of Reference at least two working weeks in advance of the extraordinary meeting. The draft Terms of Reference will include a clear indication of where the proposed amendments are. The approved Terms of Reference will be made available to all Town Centre Partnership members and the general public. All Town Centre Partnership approved documentation will be securely stored by the Town Council.

Town Centre Manager Job Description

The post is 20 hpw on an initial 2 year contract at £15ph. The post holder will be expected to work within the town, based in the Town Council offices, and working hours will be flexible, as required by the activities of the Town Centre Partnership.

The Town Centre Manager's primary responsibilities and duties are:

To support the aims and objectives of the Town Centre Partnership.

To establish themselves as the main point of contact for activities and events which impact on the town centre.

To work proactively with organisations and external agencies as required to address challenging issues which may arise in the town centre.

To build trust and relationships with other local authorities and statutory bodies to improve the experience of living, working and visiting the town.

To identify ways to improve the business environment and enhance the shopper and visitor experience, such as signage, street furniture and accessibility

To work with the Totnes Destination Manager to co-ordinate an events listing for the town.

To liaise with local authorities over public amenities such as car parking and toilets.

To build relationships with tenants and landlords in the retail area and to carry out an audit of business types and work with landlords to create an economically sustainable mix.

To build relationships with town organisations and in particular those involved with open spaces and public buildings.

To work with the organisers of Late Night Shopping and other markets to enhance the year round offer.

To seek funding for the aims of the Town Centre Partnership.

Council Venues Working Group – 26th October 2016 at 2.00pm

Attendees: Councillors Eleanor Cohen and Ray Hendriksen

1. Consider a third tier hire charge for the Civic Hall – current rates attached
Suggested £10 an hour for special local community events at the discretion of the Council Venues Working Group. Other ancillary charges should still apply.
2. Civic Budget Review and what is needed next
 - CM to look into replacement curtains, second hand if possible, for the stage given the poor condition of the existing.
 - RH to let CM have quotes for suitable replacement radio mikes – existing broken beyond repair.
 - CM to check the utility bills as they are looking high for this point in the year.
 - CM to look at hire costs for air units to cool down the Civic hall when in full use as an event venue.
 - RH to speak to Rupert at Drift regarding the possibility of net casting future events.
 - CM to look at costing up second hand furniture for the refurbish old kitchen area for use as ancillary to the hall and stand-alone meeting space.
 - It was noted that the fire improvement works would use most of the allocated maintenance budget but were unavoidable. Further improvements would be needed in the 2017/18 budget.
 - It was noted that approx. £200 would need to be spent to repair the Civic Hall boiler following a recent failure
3. Staffing at weddings, paranormal events
 - It was suggested a one off fee of £90 to those covering out of hours and weekend events such as paranormal nights and weddings.
4. Hire of the Guildhall – how do we allow more people to use this whilst still preserving safety and security?
 - CM to ask current Civic Hall caretakers if they would be interested in covering events at the Guildhall.
5. Guildhall Budget Review
 - Increase on previous year's income was considered promising. Chimney stack on Guildhall to be capped while the British Gas scaffolding is in place.
 - CM and RH to cost up audio and lighting improvements to the Guildhall
 - Suggestion to revisit discussion regarding alternative locations for Council meetings during some parts of the year.
6. Ramparts Walk Market – how to we widen the use of this space and properly signpost it?
 - CM to contact Ray Reynolds and Maggie Cornhill regarding possibilities of extending existing and planned events to the Guildhall and outside area.
 - Signage to the Guildhall needs to be reviewed in time for 2017 opening.

- CM to contact SHDC to reiterate concerns about alley way area and littering coming off the high street.
7. Marketing the Guildhall for weddings – what do we do next to keep this current?
- CM asked to cost up marketing plan for 2017 and include new signage as well, to be considered as part of the 2017 budget discussions.
8. New website update
- Development of the new website continues, with a launch in January 2017. CM to ask the Destination Manager regarding the format and date of the launch event and feedback.
9. Christmas Family Fun Nights
- Councillors were very supportive of asking the Council to help fund the family nights in the Civic Hall during the late night shopping nights. CM explained the proposed contribution would be a total of £500 to cover £300 hall hire to Paige Adams, £150 for banners and £50 for poster/leaflet printing.

Draft Protocol for Mayoral Allowance and Civic Budget

1. Mayoral Allowance

Within the annual precept the Mayor is set an allowance which is to defray reasonable costs in order that the office holder is not out of pocket for fulfilling the role of Mayor.

In the Town Council policy for Councillor Allowances, this amount has been agreed as twice that of the Councillor Allowance. For the current forthcoming year, 2016-17, the Councillor Allowance is £375 therefore the Mayoral Allowance will be £750.

2. Civic Budget

Previously the Mayoral Expenses and Civic Budget were accounted for in two budget lines, Mayoral Expenses and Civic Budget. For 2016-2017 they will be merged into one Civic Budget heading with an allocated sum of £6,500.

The Civic Budget expenditure is identified for: (see appendices for clarification)

- A. Funding all the formal and informal Civic events and costs associated with the role of the Mayor during the Mayoral year.
- B. Civic events supported by the Council involving, but not necessarily arranged by, the Mayor, or agreed Councillors.
- C. The costs of any events held or attended by the Mayor or Deputy Mayor or Councillors deputising in their place in the course of their duties in the Mayoral Year.
- D. Supporting the Mayor in raising money toward their chosen charity.

Please note that previous system of 'free use' of the Civic Hall no longer applies, and therefore any use of the Civic Hall granted as free to user must be paid for in full from the Civic Budget to the Paige Adams account.

The Mayor is asked to account for his/her spending and to submit these expenses, along with the Mayor's monthly engagements, as a quarterly agenda item to Operations Committee meetings:

- All amounts submitted for reimbursement from the Town Council will be signed off and paid according to the Town Council financial regulations.
- Amounts of £250 and over need to be agreed by Full Council in advance of agreement. Details of the proposed expenditure will need to be submitted, to ensure contributions and events are in line with Civic function and the Town Council priorities. If agreed it can then be submitted for reimbursement/payment with the Town Council Planning and Finance Officer.

All Civic and Mayoral spending will be limited to £6,500 over the course of the financial year so pre planning of proposed events and larger commitments is essential. Once an expenditure over income of £5,500 has been accrued, Council must be informed and any future spending monitored. The £750 Mayoral Allowance will be budgeted for within the Councillor Allowances cost code.

Any outstanding civic expenses need to be submitted by the outgoing mayor by the end of June, when the preceding mayor's budget will be closed.

Appendices:

A. These may include:

- ❖ Mayor Choosing
- ❖ The Mayor Choosing reception
- ❖ The Civic Service
- ❖ Remembrance Sunday (in conjunction with the British Legion)
- ❖ Civic Funerals (as and when required) and refreshments at a wake for Honorary Citizens
- ❖ The Civic Event Dinner (Community event)

The following events are occasions when the Mayor wears the robes, where it is not necessary for the Town Clerk and Macebearers to be in attendance but the Mayor is usually accompanied by the Town Sergeant:

- ❖ Totnes Carnival
- ❖ The annual Orange Race
- ❖ The opening of the Elizabethan Market

B. The Civic Budget also includes incidental expenditure related to Mayoral and Civic activities. Examples include hosting the Mayor of Vire; hosting small award ceremonies; hosting meetings of community groups; and activities related to the Town Council but not necessarily organised by the Mayor.

C. These would include receptions for Civic visitors, Christmas reception, specific refreshments etc. when organising events at the Guildhall during the year.

D. These include the incidental costs of attending community and charitable events eg purchase of tickets for both raffles and cost of events; charity functions and to cover any costs when attending functions i.e the purchase of raffle tickets, flag days and poppy collections, one off expenditure of flowers, thank you cards, etc.

E. This must not include gifting of monies or goods over and above those raised through fundraising.

- a. The Mayor can provide facilities paid for by the Civic Budget eg reception in the Guildhall, use of the Civic Hall and attendance at events, in raising funds for the chosen charity.
- b. Any requests for contributions to groups and charities outside of fundraising must be considered by Paige Adams through the grants process.

F. All major civic events should take place within the Council's financial year ending 31st March.



2, St Peters Terrace
St Peters Quay
Totnes TQ9 5EN
07791 899448

Reg. Charity: XT 36051

10th November 2016

Dear Madam Mayor & Town Councillors

As you no doubt know by now, we are a registered small Charity with a few enthusiastic volunteers who undertake work on several sites in the Town – and we have just achieved Gold in the prestigious RHS Pennant Award, for the third year running.

Our strong entry combined our work on Coronation Road, the Roundabout, the Museum Garden, and on Steamer Quay Road, with that of the Leechwell Garden, the Lamb, and Incredible Edible gardening groups. We very much hope that our plans and labour have engendered some feeling of Civic pride and responsibility in Totnes.

We have considered our work throughout the town, and feel that low maintenance and sustainability should be built in to our future plans. So our Coronation Rd perennial bed is to become part of the very popular wildflower bed, which requires rotovating and seeding, but little else except gasps of approval from residents and visitors alike.

There are spring bulbs all along the pavement edge, and we've have added Rotary Crocus this autumn. The rest of the site is laid to grass, with two fine blue cedars. A new hedge has been planted at the back, and is progressing well, but some new whips are needed for gaps, these already agreed with SHDC.

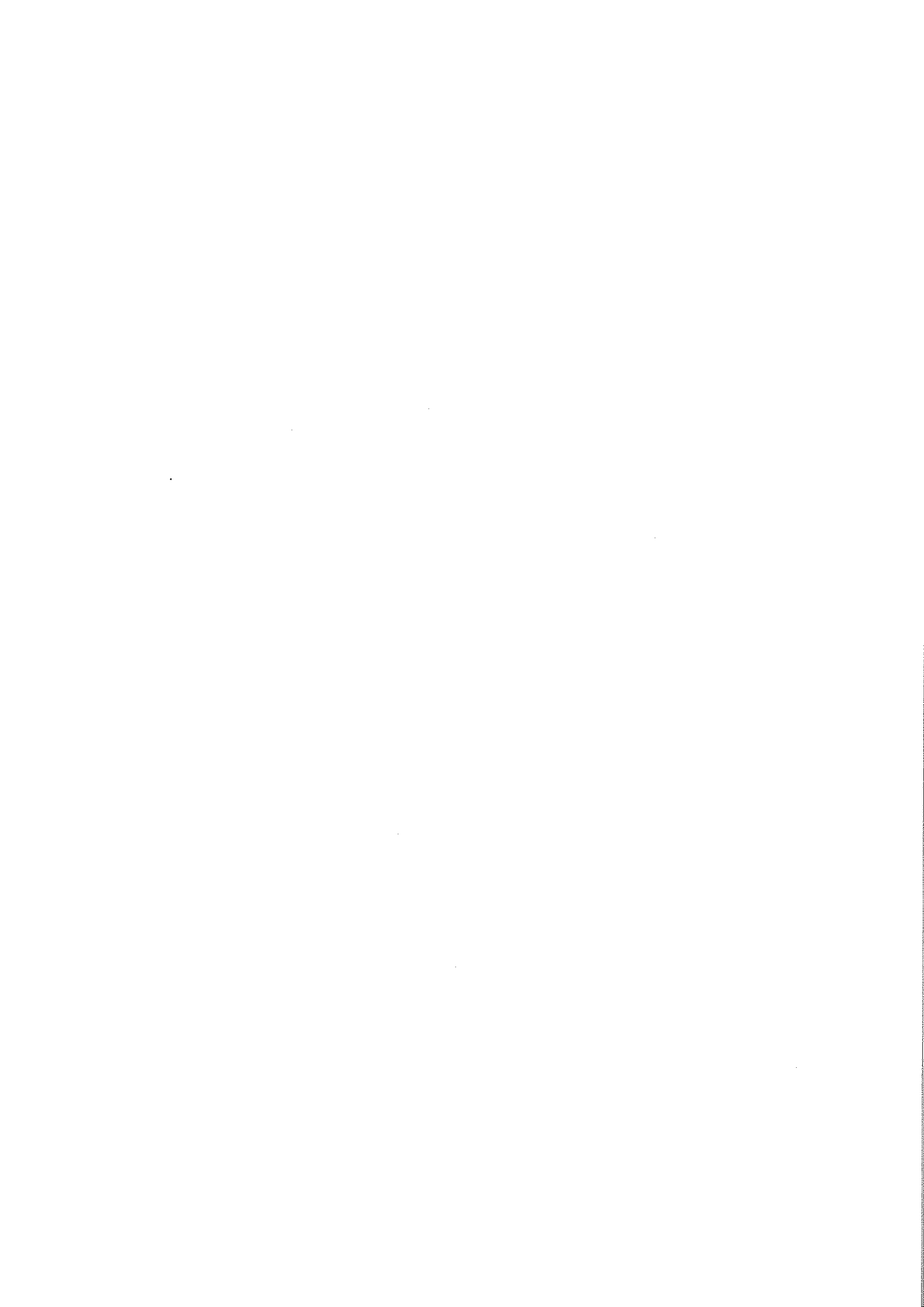
We have been offered 3 multi stem trees by New Wood Trees, of Stoke Gabriel ~ these are Amelanchier Lamarchii, which we are planting towards the Morrison's end of the bed. These are small trees, with early blossom, fruits, great autumn leaf colour, and are airy enough for the wildflowers to bloom beneath. So our

Last year you funded the mechanical work and maintenance involved, undertaken by SHDC GM team. We are asking the Town Council for the supportive funding to carry on the work on site for another year – an estimated £500.00 – (inc VAT.) based on SHDC costs for 2016.

We look forward to your favourable response.

Yours sincerely

Diana Cusack
on behalf of Totnes Gardens





Partnership Proposal for a Caring Town Centre

Between Caring Town and Totnes Town Council, 29th October 2016

This proposal lays out the aims, objectives, activities, timings, budgets and responsibilities for the joint provision of an information and signposting service for people living in Totnes and the surrounding parishes. It has been created based on discussions between Totnes Town Council (TTC) and the coordinators of Caring Town during October 2016.

This will be a new partnership that aims to ensure local people get the information and signposting they need to access local services, organisations and groups; especially those relating to health, welfare and wellbeing. This has been agreed as a top priority by the wider Caring Town network of over 70 local organisations and groups, as it will lead to better use of existing services and the related health outcomes for our local community, as well as connect people with opportunities to volunteer and contribute in other ways.

This is not a like for like replacement for the recently closed TTC Information Centre, though it will probably meet some of the same needs for some people.

Although between us we recognise the general need for such a service, and we have some shared insight around how it might best work, the actual information needs of our community and the optimum delivery model are not clear. We suggest the best way to understand these needs is to start to offer the service as described below, and monitor usage closely. We also need to understand who is not using the service but could benefit from it.

Therefore the partnership will begin with a 7 month set-up and learning stage to explore further what is needed. We propose that the service will operate from a high street venue (currently under negotiation) which will likely be called the Caring Town Centre, and the service will be called the Caring Town Information Service. Note that we are moving away from the term 'Hub' to avoid confusion with other local activities.

A joint review will be held towards the end of this period to reflect on learning. Together we will agree any changes and additional resources that may be required to ensure the best model is taken forward into full delivery from July 2017. This proposal assumes a TTC funding contribution is available for at least 3 years, and this is currently matched by financial and in kind contribution from the Caring Town project.



Aim & objectives

The main aim of the CT-Centre is to provide a friendly, central, physical space for local people that connects them with local services, groups, activities and training related to health, welfare and wellbeing; and provides information on other local services. It will also provide items such as timetables and sell recycling bags.

The set up and learning stage objectives are to:

- Provide useful and relevant information via a caring, friendly person and written information
- Capture information on needs and gaps, barriers to using this service and ideas for improvements
- Help point potential volunteers to appropriate opportunities (or where to find out more)
- Represent the face and ethos of Caring Town to the local community
- Possibly provide part-time shared space for selected organisations for some outreach activity e.g. Citizens Advice, South Hams CVS and other Caring Town organisations
- Learn more about what local people want from Caring Town and the CT-Centre

What the CT-Centre is not:

- It will not provide information or advice for tourists or about local tourist attractions (but will redirect people to where they can get this info)
- It will not give health/welfare advice to people, it is purely for provision of information and sign-posting
- It is not intended to be a social space for people to use as a regular hang out or gathering space (we will let people know where else they can go for this - this is not yet known)

Activities, timing and budget

Recruitment (Dec 16)

We will recruit 2 workers to job share delivery of the service, delivering a total of 20 hours per week over 5 days including Saturdays - this is a 58% FTE. Totnes Caring will employ and manage the workers on behalf of Caring Town.



Set up & learning (Jan 17 to Jun 17)

This stage begins with design, decoration, equipping and set-up of the CT-Centre during Jan 17, then it will be promoted and open to the public from Feb 17 - Jun 17 inclusive.

It also includes set up of processes and procedures including evaluation and monitoring, ongoing needs analysis, worker training and induction; as well as publicity related activity including identity, signage, posters/flyers and communications. Management time is included, plus a contribution to core costs for Totnes Caring.

This budget summary shows the contribution of TTC and Caring Town respectively, including both financial and in-kind aspects for CT for core costs, space rental, management and set-up time, and 2 volunteers adding at least 4 hours per week in total. It is £814 above the budget figure suggested by TTC, so that 20 hours per week opening can be provided.

Summary	TTC	CT
Staffing	£4,964	£960
Mgt time	£2,100	£2,100
Set up costs	£3,050	£2,880
Rent	£0	£2,100
Core costs	£450	£450
	£10,564	£8,490

Full service delivery (Jul 17 to Mar 18)

Assuming we agree to continue with the partnership following the review, we have developed 3 options that reflect different service levels and budgets for ongoing delivery to the end of the 2017/2018 financial year.

These include a relatively constant level of management and overheads which means adding more opening hours becomes increasingly cost effective.

The estimates also include a higher level of volunteer cover which may supplement busy times and/or add additional opening hours. All options include some Saturday opening hours.



Option 1 - CT-Centre is open 15 hours per week (a reduction of 5 hours per week from learning stage, but fits within proposed TTC budget of £11,250 for this period).

Summary	TTC	CT	Totals
Staffing	£6,777	£3,200	£9,977
Mgt time	£3,000	£3,000	£6,000
Set up & publicity	£900	£2,180	£3,080
Rent etc	£0	£3,300	£3,300
Core costs	£563	£563	£1,126
	£11,239	£12,243	£23,482

Option 2 - CT-Centre is open 20 hours per week (maintaining the service level of the learning stage - £2,253 required over the proposed budget).

Summary	TTC	CT	Totals
Staffing	£8,936	£3,200	£12,136
Mgt time	£3,000	£3,000	£6,000
Set up & publicity	£900	£2,180	£3,080
Rent etc	£0	£3,300	£3,300
Core costs	£667	£667	£1,334
	£13,503	£12,347	£25,850

Option 3 - CT-Centre is open 24 hours per week (increasing the service level of the learning stage by enabling 6 days per week opening - £4,075 required over the proposed budget).

Summary	TTC	CT	Totals
Staffing	£10,663	£3,200	£9,977
Mgt time	£3,000	£3,000	£6,900
Set up & publicity	£900	£2,180	£3,080
Rent etc	£0	£3,300	£3,300
Core costs	£762	£762	£1,313
	£15,325	£12,442	£27,768

Mid and year-end review stages would be built in to ensure continuous learning and improvement for the service, and for this partnership and to agree future funding contributions.



Note that none of these 3 budget options allow for additional spend on the CT-Centre infrastructure, materials or equipment. If the review at the conclusion of the learning stage indicates a need for additional resources, for example, new wall visuals or additional information resources, the partnership will need to work together to identify and secure the required financial or other resources.

Also note that this budget is provided for reference only - the review may indicate that a different approach is needed altogether or in part for this main delivery stage, and beyond.

For reference, and looking longer term, we estimate that to guarantee full time opening, i.e. 8 hours per day x 6 days per week, an additional £1,500 per month would be required on the current TTC budget (the staffing level would then be 134% FTE).

Responsibilities

Caring Town

1. Will hold management, contractual and financial responsibility for delivery of this proposal, with Totnes Caring as the recipient of TTC funds and employer of staff. The Caring Town management teams meets approximately monthly and holds wider responsibility for the Caring Town programme overall.
2. Will recruit and train a reasonable number of volunteers to work alongside paid staff, to either supplement busy times or cover additional opening hours.
3. Will set up and facilitate a working group to participate in the design, set-up and operation of the CT-Centre and service. TTC will be invited to participate fully.
4. Aims to provide a space for the Caring Town Centre in the center of Totnes - negotiations are currently underway and we hope to confirm the venue within the next few weeks, with access from January 2017. If this date slips then the project timings and budget would be adjusted accordingly. In the event of an unforeseen significant delay we would explore with TTC the option of a short term alternative venue on a similar 'in kind' rental basis.
5. Will design and implement processes to support evaluation of the service towards the end of the learning stage, and arrange a review session with TTC at the appropriate time (to ensure continuity of service), where results will be shared and the way forward discussed and agreed.



Caring Town



6. Will bring in other organisations, groups, people and resources to participate in the CT-Centre and its services according to need and opportunity. TTC and other project partners will be acknowledged on publicity materials and signage as relevant.
7. Will integrate the CT-Centre and its services with the wider Caring Town programme.
8. Will participate in discussions about the Totnes Information website to ensure information sources are joined up and integrated as needed.

Totnes Town Council

1. Will provide the budget as agreed.
2. Will participate in the review sessions, and ideally also the working group.
3. Will use the agreed project language and identity when talking about the CT-Centre and service.
4. Will provide a handout that can be given to people who are looking for tourist or other information not within the scope of this proposal, but which can be found elsewhere.
5. Will continue to develop and deliver the Totnes Information website, and ensure that it is integrated as necessary with the Caring Town service and information i.e. that we have a joined up strategy around location, structure and segregation of different types of information. Costs of delivery of the website and any changes remains with TTC.

Termination

If either party wishes to end this agreement, they need to give at least 3 months' notice in writing and the withdrawal date must align with the end of an agreed funding period.

Next steps

We appreciate the opportunity to offer this proposal, and look forward to developing an effective and beneficial partnership project that will be of direct benefit to a large number of people in our local community.

We invite TTC to consider this proposal and confirm if they wish to proceed on this basis for the learning stage, and which option they would like to take forward from July 2017. Thank you.

**DRAFT MINUTES OF THE PEOPLE COMMITTEE
WEDNESDAY 16th NOVEMBER 2016 AT THE GUILDHALL OFFICES TOTNES**

Present: Cllr Elliott Smith, Cllr Whitty (Chair), Cllr Hendriksen, Cllr Sweett, Cllr Piper, Cllr Vint

Apologies: Cllr Sermon

Not Present: Cllr Simms

In Attendance: Catherine Marlton (Deputy Town Clerk), 1 member of the Press

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Committee.	It was RECOMMENDED that the apologies be received.
	<i>The Committee will adjourn for the following item:</i>	
	<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.</i>	No members of the public were in attendance.
	<i>The Committee will convene to consider the following items:</i>	
2	To deal with any matters arising from 1 st November 2016.	The minutes were agreed and there were no matters arising.
3	To consider a proposal by Caring Town for the supporting of Local Information Services in the town.	Councillors were very supportive of this proposal by Caring Town for a partnership that supports vulnerable members of the community. It was noted that the Mansion would be an ideal location for such a service but that the transfer of the building was not yet confirmed. It was RECOMMENDED to Full Council that Option 3 of the Caring Town proposal be put agreed and budgeted for, with a minimum of Option 2, depending on the outcome of the initial learning period.
4	To consider the Street Cleansing Reflection letter from South Hams District Council.	The Deputy Clerk was asked to circulate the letter from South Hams to all Councillors and include the notes from the recent Waste Review Rounds for information.
5	To receive the notes of the Council Venues Working Group on Wednesday 26th October and consider the actions.	The Committee supported Item 3 and RECOMMENDED that a one-off fee of £90 be paid to those covering out of hours and weekend events such as paranormal nights and weddings. It was RECOMMENDED to Full Council that a special community rate of £10 per hour should be implemented for Civic Hall bookings from January 2017. This would be at the discretion of the Council Venues Working Group, for qualifying charitable Totnes groups. Ancillary charges would still apply as before for heating, kitchen hire, sound equipment etc.

		The Deputy Clerk was asked to investigate the possibilities of wider use of the Guildhall yard area through the Council Venues Working Group and bring back to the People Committee as an update.
6	To consider dates and locations for quarterly Councillor Surgeries	<p>There was discussion regarding the possibility of having a stall at Totnes Show on 30th July 2017 and the Deputy Town Clerk was asked to investigate costings and availability.</p> <p>Assuming one of the surgeries would be this date the other 3 dates would be mid-February, end of April and end of October depending on venue availability.</p> <p>The Deputy Clerk was asked to investigate availability and costings of hiring St Johns in Bridgetown and Follaton Hall.</p>
7	To note the Town Team Minutes and to consider the proposals there in.	<p>Councillors were very positive regarding the proposed change from Town Team to a Town Centre Partnership, and the Town Centre Manager role and the improvements that would bring. Cllr Piper, Cllr Sweet and Cllr Elliott-Smith all asked to be involved as much as possible with the group and the recruiting of this role.</p> <p>Cllr Whitty asked for clarification on what plan the new Town Centre Manager role would be implementing and asked for more detail on the job description as he felt there may be some overlaps with other staff and Councillor roles.</p>
8	To note the installation date of the two new defibrillators.	<p>The installation of the two units in early December was noted. An email would go out to all Councillors and an update posted across social media and notice boards to inform the community when this has happened.</p> <p>The Deputy Town Clerk will arrange training courses in the Civic Hall in spring 2017.</p>
	To diary the date of the next meeting – 9.30am Thursday 12 th January 2017	The date was agreed.

END

MAYOR

**MINUTES OF THE PLANNING AND PLACE COMMITTEE
THURSDAY 3rd NOVEMBER 2016 AT THE GUILDHALL TOTNES**

Present: Councillors R Hendriksen (Chair), Hodgson, Paine and Whitty
 In Attendance: Laura Shearer (Planning Officer), 2 members of the public
 Apologies: Cllr R Adams
 Not present: Cllr Vint

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	It was RESOLVED to accept the apologies.
	<i>The Committee will adjourn for the following items:</i>	
	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>There were 2 members of the public in attendance from the South Hams Tree Warden Network (SHTWN). They discussed the need for tree wardens in Totnes to liaise between the public and the local councils. A tree warden would need to have a healthy interest in trees but is not expected to know all the answers. The SHTWN offer support, advice and seminars, with experts available when needed.</p> <p>Cllrs would like to arrange a meeting with SHTWN to discuss this further.</p>
	<i>The Committee will convene to consider the following items:</i>	
2	To approve the minutes of the meeting of 13 th October.	Nothing to note.
3	<p>To make recommendations on the following planning applications:</p> <p>3.1) 2857/16/HHO – Retrospective householder application for property which has double garages with two additional parking spaces. One garage converted to an en-suite bedroom, ensuring there is still parking for at least 3 vehicles. 32 Quarry Close, Totnes, TQ9 5FA. Applicant: Mr Iain Dodge. (Planning Officer: Chris Mitchell)</p> <p>3.2) 1393/16/HHO & 1394/16/LBC – Householder application and Listed Building consent for proposed new door and access bridge to garden at 1st floor level. Elwell Gardens, 4 Elwell House, Plymouth Road, Totnes, TQ9 5LH. Applicant: Mr L Fraenkel. (Planning Officer: Rachel Head GL)</p> <p>3.3) 2822/16/LBC – Listed building consent for internal alterations to link ground floor wine shop with adjacent</p>	<p>No objection</p> <p>Cllrs object on the basis this is unneighbourly with regards to privacy. Cllrs also feel this design is not in-keeping and creates an unbalanced addition to a listed building.</p> <p>No objection subject to the conservation officer's approval.</p>

	<p>farm shop through formation of internal connecting access, provision of toilet accommodation, and provision of new signage for both Nos 36 and 38 High Street. 36 High Street, Totnes, TQ9 5RY. Applicant: Mr B Watson. (Planning Officer: Michelle Bennett RG)</p> <p>3.4) 2602/16/FUL & 2938/16/LBC – Listed Building consent for removal of existing flat communal staircase to provide upgraded means of escape. 60 High Street, Totnes, TQ9 5SQ. Applicant: Mr T Rodwell. (Planning Officer: Rachel Head RG)</p> <p>3.5) 2956/16/HHO – Householder application for proposed alterations and terracing to rear garden (amendments to approval 1442/16/HHO). The Meadow House, Plymouth Road, Totnes, TQ9 5LH. Applicant: Mr Ms Eaton. (Planning Officer: Rachel Head RG)</p> <p>3.6) 2784/16/HHO – Householder application for loft conversion, new dormer to west elevation and new rooflights. Blue Island, Road from Collins Road to Cast, Totnes, TQ9 5NX. Applicant: Mr Wright. (Planning Officer: Sara de Barros)</p>	<p>No objection.</p> <p>No objection</p> <p>No objection Cllrs Hodgson and Whitty declared a personal interest</p> <p>NOTE: Cllr JH observed and did not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.</p>
4	<p>To note or make recommendations on tree works decisions and orders:</p> <p>Works to Trees in a Conservation Area:</p> <p>4.a) 3316/16/TCA. Tree 1 Holly – Fell. Tree 2 Yew – Crown raised 4.5m over entrance drive and crown reduction by 2m. Tree 3 Lawson Cypress – Fell. 31 Fore Street, Totnes, T19 5HH.</p> <p>To note the following decisions:</p> <p>4.b) 3297/16/TCA. T1 – remove split limb and reshape canopy to balance crown and make safe. Spindle Cottage, 5b South Street, Totnes. GRANT OF EXEMPTION – Reason dead or dangerous.</p>	<p>Cllrs would like a site visit before making recommendations. The Planning Officer will ask for an extension on this.</p> <p>This was noted</p>
5	<p>To agree on responses to the questions on the Devon County Council 'Community Involvement in Highway Maintenance' survey.</p>	<p>Cllrs feel that road maintenance work should be carried out by trained staff at Devon County Council Highways. The Planning Officer will draft a response and email to committee members for approval.</p>

6	To discuss how to proceed with an offer on behalf of Dartington Hall Trust to meet with the council in relation to an emerging proposal for a self build housing scheme on allocated land in Totnes and Dartington parish.	Cllrs would like to accept this offer. The Planning Officer will invite them to the next meeting on November 24th.
7	To note or discuss a proposal from Devon County Council regarding a (Control of Waiting) Amendment Order surrounding the Grove School. Any comments must be sent to DCC by November 16 th .	This was noted
8	To note the response from SHDC with regards to amending our response to the Joint Local Plan: <i>'Unfortunately we cannot allow you amend your response as the consultation has closed, however, we will be undertaking another round of public consultation very shortly and you will be able to submit further comments at this time.'</i>	This was noted. Cllr Hodgson confirmed there will be further opportunity for comment but there is no set date yet.
9	To note or discuss SHDC DMC decisions since the last meeting.	Nothing to note.
10	To note minutes of community groups: - Traffic and Transport Forum - Neighbourhood Plan	None provided None provided
11	To note the date of the next meeting – 24th November 2016 at 4pm in the Guildhall	This was noted.

ENDED at 5.55pm

MAYOR

**DRAFT MINUTES OF THE PLANNING AND PLACE COMMITTEE
THURSDAY 24th NOVEMBER 2016 AT THE GUILDHALL TOTNES**

Present: Councillors R Adams (Chair), Hendriksen, Paine, Hodgson and Vint
In Attendance: Catherine Marlton (Deputy Town Clerk), 3 members of the public
Apologies: Cllr T Whitty

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	It was RESOLVED to accept the apologies.
	<i>The Committee will adjourn for the following items:</i>	
	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.	Tommy Hutchinson attended to introduce himself as the new Tree Warden. He explained he runs his own tree care company and that any conflict of interest with his own applications for works, will be avoided. It was agreed that Mr Hutchinson would send in his thoughts on tree works in advance of Planning meetings to inform the discussion. The Planning Officer was asked to send him the agenda in advance of the meeting.
	A period of 15 minutes will be allowed to receive information from Simon Cronk (Dartington Hall Trust Estates Manager) and Mary Elkington (Planning consultant) regarding a proposal for a community self-build housing scheme on the border of Dartington and Totnes.	Cllrs received a presentation on the proposed development on the edge of Dartington estate, details of which can be found at this link https://www.dartington.org/the-plantation . Dartington explained that they are hoping to put in a hybrid planning application in the next 2/3 months and that they are currently engaging with the community through a series of meetings, the next of which is on Tuesday 28 th November at 6pm at Studio 6. Councillors welcomed the proposed 50% affordable housing and the proposed use of sustainable materials and innovative design. It was felt Simon and Mary should present to all Councillors early in 2017 due to the significance of the proposed development.
	<i>The Committee will convene to consider the following items:</i>	
2	To approve the minutes of the meeting of 3 rd November 2016.	The notes were agreed and there were no matters arising.
3	To make recommendations on the following planning applications: 3.1) 3216/16/FUL – Conversion of first floor storage area to residential use. 21 Fore Street, Totnes, TQ9 5DA. Applicant: Bastins. (Planning Officer: Michelle Bennett – CS) 3.2) 3336/16/HHO – Householder application for extensions to the existing dwelling. Little Orchard, Higher	No objection. No objection.

	<p>Westonfields, Totnes, TQ9 5QZ. Applicant: Mr & Mrs Miller. (Planning Officer: Chris Mitchell)</p> <p>3.3) 3441/16/LBC – Retrospective application for listed buildings consent for installation of secondary glazing (removable) to 4 windows on ground and first floors. 10 Castle Street, Totnes, TQ9 5NU. Applicant: Mr Anthony Mead. (Planning Officer: Charmaine Smith)</p> <p>3.4) 3171/16/HHO & 3172/16/LBC – Householder application & listed building consent for the removal of an existing internal modern stud wall and the erection of another smaller stud wall. 8 Church Close, High Street, Totnes, TQ9 5QQ. Applicant: Mr Mervyn Down. (Planning Officer: Michelle Bennett RG)</p> <p>3.5) 3408/16/HHO – Householder application for a single storey rear extension to enlarge kitchen/dining room. 4 Redworth Terrace, Totnes, TQ9 5JN. Applicant: Simon Greaves. (Planning Officer: Sarah Carroll)</p> <p>3.6) 2580/16/HHO – READVERTISEMENT (revised plan received) Householder application for extension to dwelling. Applicant: Mr & Mrs Laver. (Planning Officer: Sarah Carroll)</p> <p>3.7) 3282/16/FUL – Full planning application for improvement works to existing flood defences along a 1.7km stretch of the right bank (west) of the River Dart and 3 stretches on the left bank (east) of Totnes. River Dart (Railway crossing North end) to Baltic Wharf (South end), Sx80323 61074 to Sx80601 59992 & Sx80845 60397 to Sx80716 59902. Applicant: Dan Boswell. (Planning Officer: Michelle Bennett WO)</p>	<p>Clrs Hodgson and Vint expressed an interest as they know the applicant. No objection.</p> <p>No objection.</p> <p>No objection.</p> <p>No objection.</p> <p>No objection. The Town Council would be supportive of additional planting and materials with porous surfaces to be used to help water to soak away.</p> <p>NOTE: Cllr JH observed and did not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.</p>
4	<p>To note or make recommendations on tree works decisions and orders:</p> <p>Works to Trees in a Conservation Area:</p> <p>4.a) 3615/16/TCA – Removal of all undergrown and self seeded trees and reduce overgrown hedges to normal height as specified on the attachment Schedule. Trees on land opposite Fernleigh and Woodlands, 1 & 2, Bridgetown, Totnes, TQ9 5BE. Applicant: James Cadoux-Hudson.</p> <p>Works to Tree Preservation Order Trees:</p> <p>4.b) 3166/16/TPO. T1 Oak – Remove two branches approximately 8 metres from ground level which overhang adjacent</p>	<p>No objection.</p> <p>No objection.</p>

	<p>property. Endsleigh, Jubilee Road, Totnes, TQ9 5BP.</p> <p>To note the following decisions:</p> <p>4.c) 3513/16/TPO – T1 Copper Beech Fell. Replant Feathered whip – copper beech. Summer Court, Kingsbridge Hill, Totnes, TQ9 5TA. GRANT OF EXEMPTION.</p> <p>4.d) 3524/16/TCA – T1 Judas Fell under exemption. Replant Judas tree. Spindle Cottage, 5b South Street, Totnes, TQ9 5DZ. GRANT OF CONDITIONAL CONSENT.</p> <p>4.e) 3316/16/TCA – T1 Holly Fell. T2 Yew Crown reduction. T3 Cypress Fell. 31 Fore Street, Totnes, TQ9 5HH. GRANT OF CONDITIONAL CONSENT.</p> <p>4.f) 2794/16/TCA – Multi-trunk Bay tree Fell. Replace with Acer Palmatum Bloodgood. 3 Seymour Villas, Pathfields, Totnes, TQ9 5QR. GRANT OF CONDITIONAL CONSENT.</p>	<p>This was noted.</p>
5	<p>To note the changes to Stagecoach bus service 13/13B (formerly numbered 66/66B), Newton Abbot – Kingskerswell – The Willows – Torbay Hospital – Marldon – South Devon College – Brixham / Berry Pomeroy – Totnes, take effect on Monday 28th November.</p>	<p>Cllrs expressed their concerns about this cut in service. Cllr Vint explained the decision was taken by Stagecoach and members of the public should be advised to contact the company directly regarding the negative impact on service users.</p>
6	<p>To note the comments from the Totnes and District Traffic & Transport Forum regarding the proposals for access to the Great Court Farm development.</p>	<p>Cllrs welcomed the provision for Car Club and e-bikes but felt that provision for disabled drivers and pedestrians should be carefully considered. Cllr Vint was asked to raise this point with the Traffic and Transport Forum.</p>
7	<p>To note or discuss SHDC DMC decisions since the last meeting.</p>	<p>The application in Bridgetown for the conversion of garages to a dwelling will be considered after a site visit by SHDC in January.</p> <p>It was noted that SHDC are changing their systems so that planning site visits will be held on the same week as the Development Management Committee.</p>
8	<p>To note minutes of community groups:</p> <ul style="list-style-type: none"> - Traffic and Transport Forum - Neighbourhood Plan 	<p>This was noted. None enclosed.</p>
9	<p>To note the date of the next meeting – 15th December 2016 at 4pm in the Guildhall</p>	<p>Meeting date agreed.</p>

ENDED at 5.20pm



Larger Councils Sub Committee

Minutes of the meeting of the LCSC held on Thursday 10th November 2016 – 10am for
10.15am – 1pm at Cardinal Newman House, Wonford Road, Exeter EX2 4PF

Present:

Mandy Ewings	Tavistock (in the Chair)	Carl Hearn	Tavistock
Lisa Bowman	Exmouth	Paul Snell	Okehampton
Sheila Edwards	Honiton	Brian Cole	Exmouth
Alan Jones	Budleigh Salterton	John Peart	Kingsteignton
Chris Meathrel	Kingsteignton	Mark Wells	Bovey Tracey
Philip Dredge	Ivybridge	George Gribble	Bovey Tracey
Mike Hocking	Newton Abbot	Lesley Hughes	Ivybridge
David Chalmers	Fremington	David Giles	Brixham
Helen Nathanson	Totnes	Ian Carr	Brixham

In attendance: Lesley Smith – County Sec DALC, Sue Rose DCC

1. **Apologies:** Liz Brookes-Hocking, Northam TC, Phil Rowe
2. **Minutes of the meeting held 9TH June 2016** – were agreed as a correct record (with amendments to spelling of Chris Meathrel in the record)
3. **Matters arising from the minutes not otherwise on the agenda** – none noted
4. **Update on Heart of the SW Devolution Bid and national Devolution picture** – Sue Rose DCC attended to update members on progress to date as a follow on from the working session held at the DALC Conference. The presentation given is with these minutes. The main issues raised during the discussion were as follows:
 - Now clear from Sajid Javid – to receive funding under Devolution Deal will need a Mayor – but possible there is not enough money being offered to make such a deal worthwhile, given that having a mayor for a mixed rural/urban area would be very difficult. Many agreed Deals are breaking down around the country.
 - Agreed partnerships formed is still very valuable to future proof us, especially in the light of Brexit – we now have a mechanism to articulate our needs, eg in response to the government's industrial strategy.
 - Devolution is not being pushed now at ministerial level so locally forming a formal joint committee to look at the productivity plan
 - Looked at feedback from DALC conference – fair issues raised eg whether government are shifting the risk and the blame
 - The role of the LEP in the productivity plan was crucial. As they were now one of the 23 partners this would lead to better joined up thinking and planning. Plans would also be thought through at district level so each area could benefit.
 - There were concerns about the effect of development associated with a productivity plan, but it was felt much better to plan rather than to react to developments imposed on our area. The point was made that our area does face challenges eg

North Devon and the loss of Chivenor – we have to have good jobs or the area will be in a downward spiral economically

- There was an awareness that the region needed a good mix of jobs – retail and higher paid.
- Our environment is of course one of our selling points – hence the need for planned development rather than accepting development in the wrong place
- We need to understand the government’s Industrial strategy and what it is designed to cover, and how it may be relevant to our area.
- We have learned from Cornwall that it would not be wise to do a deal for a deal’s sake – the benefits must be worth the additional responsibility involved.

Sue Rose explained that DCC were planning to use a **focus group** of interested town and parish councillors to discuss the economy of the area – ensuring that planning goes well beyond development around Plymouth or Exeter. The Universities of Exeter and Plymouth have been engaged to research our current economic position in terms of statistics that we will be able to use – one is that only 7% of Exeter university students choose to stay in our area, as opposed to 43% of Bristol students who stay in the Bristol area.

Sue asked that members forward any kind of plan to her (Neighbourhood Plan, parish plan for instance) that mentioned the economy. A list was circulated and members interested in being part of a focus group added their names and contact details. This was passed to Sue before she was thanked for her time and left the meeting.

- 5. Feedback on DALC conference :** members present agreed the conference worked very well – venue good – good programme of external speakers and workshops – liked the national perspective – please include this next year – also county wide and local case study much appreciated. Most workshops enjoyed and found useful – the employment one did not run according to its description, so less successful. Suggested items for next year – Health – especially how the balance of service delivery was being achieved (Rebecca Harriet – CCG) – the Police and Crime Commissioner – given that her flagship policy is CCTV, and the merger of functions between blue light services is of interest. Neighbourhood Plans – outcomes – how to make the fullest use of them as they come on stream. Delegates felt that a £25 delegate fee was fully acceptable – some suggested venues – Exeter Racecourse, or Tiverton Hotel, or the Beehive Honiton (although it was accepted the Beehive was hard to book in its entirety)
- 6. NALC reports – updates from Carl Hearn (clerk representative on the NALC Larger Councils Committee)** – the notes had previously been circulated – main points include the idea of a Larger Councils forum at local level – we could include such a forum meeting with the proposed SW Region’s conference in the spring – continued need for the Improvement and Development strategy, the future of the Supercouncils group, and debate on the use of the General Power of Competence. A DCLG civil servant intimated that the recent consultation on Referendum principles to apply to town and parish councils was for ideological reasons, so all the many practical responses may be ignored when government make their decision.
- 7. Discussion on effect of any implementation of referendum principles (as per the recent government consultation paper) on the work of local larger councils – and on budgetary decision making.**
- 8. Members had taken various steps to prepare for possible imposition of referendum principles** eg preparing two budgets (Brixham). Capping of local councils would be a huge detrimental step given the lack of funding at local authority level – it would limit what could be decided locally.
Many councils had held consultations with their community to ask for their backing to increase the precept for specified purposes, and to explain the reasons behind the budget. Eg Exmouth increased the precept by 35% and received just one question (not a complaint),

Fremington increased the precept and received thanks for doing so. It was felt to be important that increases were explained in cash terms – percentages can be misleading – and if the increase is for something local people care about they are very willing to support their local council. Ivybridge TC had thought that people would not wish to go beyond the £100 sum, but found that this was not the case when they consulted. The Annual parish meeting is a useful occasion to talk to people about the work of the council and its plans. Social media is also important nowadays. Meaningful consultation ie actually listening to people was considered vital.

9. **Date for the diary – DALC will be helping to organise a regional conference for next March – probably in the Taunton area. The aim was for a workshop based event giving lots of choice of practical subjects to engage with. Members were asked for their thoughts on ideas of subjects to be tackled – these might include the Awards Scheme, legal workshop on asset transfer issues, planning/neighbourhood planning, highway issues (difficult to do on a regional basis), finance –(around asset management and financial planning), Good recruitment and retention practices, community governance reviews (very pertinent for town councils)**

10. **Any further key questions for discussion – none raised**

11. **Chairman’s Discretion – none raised**

12. **Dates of future meetings : suggested dates for 2017 are: 16th Feb, 8th June and 16th November**

Papers of interest:

DCC weblink to various relevant papers on the Heart of the SW Devolution bid - <https://new.devon.gov.uk/democracy/how-the-council-works/devolution/>

