

AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 9th JANUARY 2017 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 9th January 2017 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	<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 December 2016 b. Planning Committee 15 th December 2016	Enclosure
5	To consider any matters arising from the Minutes.	
6	To note the draft 2017/18 Budget and to discuss the following budgetary requests and proposals: a. To receive a proposal to fund a dedicated Visitor and Tourist Information Officer. b. To receive a request from Totnes Museum Trust for grant funding of £11,300 in the 2017/18 Budget. c. To receive a request from the Neighbourhood Plan Steering Group for an allocation of £15,000 in the 2017/18 Budget.	Cllr Hodgson Enclosure from Cllr Whitty Enclosure
7	To approve a nomination for Councillor Sweett to join the Operations Committee.	
8	To note the decision on referendum principles for Town and Parish Councils.	Enclosure
9	To note the date of the next meeting on Monday 30th January 2017 at 7pm in the Guildhall.	

Helen Nathanson

Town Clerk

County Councillor's Monthly Report

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Councillor: **Robert Vint.**

Report for: **9th January 2017**

AFFORDABLE HOUSING IN DEVON & SOMERSET

My motion calling on references to the need for affordable housing to be added to the housing policy in the 'Heart Of The South West Devolution Prospectus' was finally backed by the County Council on the 8th Dec – after my initial motion was rejected by the Conservatives at the Council meeting on the 6th Oct and at the Cabinet on the 9th Nov. The final decision is minuted as follows:

72. Affordable Housing and the HOTSW Devolution Prospectus (Minute 59 of 6 October 2016)

Pursuant to County Council Minute 59 relating to the Notice of Motion set out below as previously submitted and formally moved and seconded by Councillor Vint that:

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

and notwithstanding the advice of the Cabinet set out in Minute 104(d) of 9 November 2016: Councillor Hart indicated his willingness to accept the further amendment in the name of Councillor Vint and **MOVED** and Councillor Clatworthy **SECONDED** that, as the Heart of the South West Partnership's "Prospectus for Productivity" is a high level strategic framework document with links to statutory local plans for each District Council the document should reflect the high priority given to affordable housing by all participating councils."

I have therefore now submitted the following question to the Cabinet:

"May I thank the Leader for supporting my Motion on Affordable Housing at the Council meeting of 8th December and ask *how* and *where* the Council proposes that references to the need for affordable housing will be added to the Devolution Prospectus and *how* this matter will be raised with other members of the 'Heart of the South West Partnership'"

AFFORDABLE HOUSING AT PARKERS BARN.

Following the decision by DCC to sell the Parker's Barn site I have been seeking assurance from both the County and District Councils that this site will be used to provide affordable housing for local people. If agreed, this should reduce the pressure for housing to be allocated elsewhere in Totnes in the JLP. I have also asked both Councils for assurance that the opportunity to provide vehicle access in and out of the Riverside / 'Camomile Lawn' site via this site is not missed.

RESURFACING OF THE LAMB

DCC have announced that SouthWest Highways will be resurfacing the Lamb and that the road will be closed for through traffic and parking from Mon 2nd-Fri 6th January. This work includes replacement of the highly damaged brick surface in the Lamb with tarmac. I have pointed out that this does not accord with the original S106 agreement with Midas for the Southern Area development or subsequent proposals which included traffic calming measures including use of a textured / imprinted surface in the Lamb and Leechwell Street and a preferred crossing point across the Lamb at the Leechwell St junction. The Traffic & Transport Forum have backed my request for these features. The proposed work also does not include repair of the pavement in front of the REconomy Centre which has been requested repeatedly over the last 10 years. Resurfacing the road subsequent installation of a preferred crossing point so I see no need to halt the current work. As

SHDC are responsible for overseeing S106 agreements with developers I have also asked them to investigate the original agreement in the hope that these features can still be added at a future date.

FOLLATON FARM & PLYMOUTH ROAD FOOTPATH

The far end of Plymouth Road still has no pavement and remains very dangerous for residents. I have been pressing for improvements for the last 10 years. While I have obtained improvements to the road markings and speed signs on this stretch of road the main remaining challenge is the extension of the pavement. There is now an opportunity to extend the pavement that currently runs from Follaton House in from of the Follaton Oak development further along towards Follaton Lodge. I have proposed to both DCC and SHDC that such a path be incorporated into the proposed development at Follaton Farm but this has not yet appeared in the proposals. [I had also requested that a VAS (Vehicle Activated Speed Sign) is located beyond Follaton Lodge to slow incoming traffic – and had offered to pay for such a sign – but DCC say that they first need to monitor the speed of traffic to confirm the need for such a sign. I do not believe that any such monitoring has yet happened.]

FUTURE OF HEALTH SERVICES IN DEVON

Two key motions proposed by opposition councillors were unanimously supported by the Council on the 8th Dec in recorded votes following a long campaign and speeches from campaigners:

1. Proposed Cuts to Devon Health Services and Impacts on Patients (Councillor Biederman, Independent)

‘This Council is deeply concerned about the impact the proposed cuts to Devon health services will have on patients – especially the loss of whole departments including maternity services at North Devon District Hospital - and massive reduction in acute and community hospital beds across Devon, as set out in the sustainable transformation plan.

This Council also recognises that Governments have not provided the NHS with a fair level of funding and now calls on local MPs to lobby government ministers to urgently and significantly increase the level of funding to the NHS, in order to protect our precious health services for current and future generations’.

2. NHS Success Regime (Councillor Greenslade, LibDem)

‘County Council believes that the NHS Success Regime project for Devon is now flawed and accordingly asks the Secretary of State for Health and NHS England to put the process on hold, until issues relating to the ‘independence’ of the Success Regime are investigated and for fair funding to be considered]. County Council further calls on Government and NHS England to firstly address the issue of fair funding for our area and to ensure the general election promise of an extra £8 billion of funding for the NHS is taken into account when assessing the claimed deficit for Devon NHS services. Until funding issues are addressed it is not possible to decide whether or not there is a local NHS budget deficit to be addressed. Unnecessary cuts to local NHS budgets must be avoided! Devon MP’s be asked to support this approach to protecting Devon NHS services’.

DCC ENERGY POLICY UPDATE.

Last year I was part of a Working Group that produced an Energy Report that recommended a wide range of energy efficiency and renewable energy measures in County Council buildings and on County Council land. This report was approved and adopted by the Council but little has happened since then. I have asked for a review / progress report at the next Place Scrutiny Committee meeting.

District Councillor's Monthly Report

Councillor: **Robert Vint.**

Report for: **9th January 2017**

MOTION ON SECOND HOMES

My Motion, seconded by Cllr John Birch, that:

“Council notes the ruling of the High Court (Case No:CO/2241/2016) in support of a housing policy known as ‘H2. Full Time Principal Residence Requirement’ as set out in St Ives Area Neighbourhood Development Plan and which provides that: ‘New second homes and holiday lets will not be permitted at any time..’ and supports (~~and encourage~~) Town and Parish Councils within the South Hams District to adopt similar policies in their own Neighbourhood Development Plans.”

was supported by the full council - though the Conservatives insisted on the removal of the phrase “and encourage”.

Following the County Council's support of my motion calling for references to the need for affordable housing to be added to the Devolution Prospectus for Devon & Somerset (see above) I have now asked the District Council to support the County Council's position on this and have encouraged colleagues on other District Councils across Devon to support similar motions on Second Homes and on Affordable Housing in the hope that we can significantly shift the housing policies for Devon & Somerset in favour of the needs of low income local families rather than the profit of developers.

CHICKEN RUN WORK

After I alerted SHDC to concerns about excessive tree felling & vegetation clearance in the Chicken Run this work was halted and a site visit was arranged. I asked that the Town Council's new tree wardens be invited to attend. The site visit on the 12th Dec was well attended by District and Town Councillors. It was generally agreed that the work had been excessive and that consultation had been inadequate. Damage has already been done but hopefully damage to the remaining area has been halted. SHDC officers are now consulting prior to further 'landscape management'.

RESURFACING OF THE LAMB. [See DCC report above.]

SHDC officers are now investigating the S106 policy and discussing this work with DCC.

AFFORDABLE HOUSING AT PARKERS BARN. [See DCC report above.]

SHDC officers assure me that they are now in discussion with DCC about the future use of this site and its possible use for affordable housing. They think that 100% affordable may not be possible but I am hoping that a high percentage of affordable housing on this site is still an option.

FOLLATON FARM & PLYMOUTH ROAD FOOTPATH [See DCC report above.]

I have reminded SHDC of the need for the pavement that runs from Follaton House in front of the Follaton Oak development to be extended as far as possible towards Follaton Lodge to reduce the significant danger faced by residents living in the houses opposite who currently have no pavement. The current proposals for new housing at Follaton Farm still do not include any proposal for

T3 TOTNES CENTRAL AREA AND THE JOINT LOCAL PLAN

Following a complex debate at the Council meeting on the 15th December the following motion was approved:

"This Council appreciates support from the Council's officers to consider the Market Square in Totnes as a non-designated heritage asset and further the Council supports the work being done to designate Leechwell Garden as a public open space. For this reason, the two areas will remain in the Local Plan. Further, the Grove School site and all remaining sites in the Totnes Central Area will be removed from the Joint Local Plan"

Whilst I am in support of the overall intention of this motion, it was not announced in advance of the meeting so the local councillors did not have an opportunity to ask detailed questions or to propose improvements so I think it has some flaws. We were assured that the *only* reason for keeping the Market Square in the JLP is to designate it as a "non-designated heritage asset" (can you 'designate' a 'non-designated asset?') and the only reason for keeping Leechwell Garden in the JLP is to designate it as a 'public open space' (by which I think they mean a 'Local Green Space'). I am not clear that designation of these assets depends upon them being in the Joint Local Plan as such designation can, and will, be provided through the Neighbourhood Plan. I already have the agreement of the Neighbourhood Plan group to support a detailed proposal for Leechwell Garden to be designated as a Local Green Space.

I was also concerned by the refusal to remove the proposal for 70 houses to be built in the T3 area. The Council's reasons for refusing to remove this figure (in response to repeated questions) were very unclear as the T3 site (as proposed in the draft JLP in August) could never have accommodated 70 dwellings (as pointed out by the responses of the Neighbourhood Plan group and TotSoc) and the wording of the motion (above) now makes it totally impossible to do so. The problem with keeping this fantasy figure in the JLP is that if this number of dwellings are not built here they may have to be built elsewhere. We should not be providing an opportunity for this false logic to be used to justify building an extra 70 houses elsewhere in Totnes in addition to those already planned.

MARKET SQUARE ASSET OF COMMUNITY VALUE NOMINATION

I proposed several months ago that the Town Council nominate the whole of the Market Square (front and back) as an Asset of Community Value. As the Town Council's lease agreement with SHDC for the Civic Hall indicates, the Town Council already has unrestricted access rights across this entire area until 2082. I have now worked with Town Council officers to finalise and submit this nomination to SHDC (copies available from the office).

TOTNES MARKET TRADERS ASSOCIATION

Having been involved with the creation of the first Market Traders Association six years ago I am delighted that the Association is being revived with the support of the Chamber of Commerce. I have met with traders to pass on the assurances we have obtained from SHDC that there is now no prospect of building on the market square or of the loss of town centre parking spaces. The formation of a Market Traders Association will ensure that traders now have a collective voice in matters relating to the Neighbourhood Plan and tourism and that they have a collective channel of communication with the Town Council and the District Councillors.

Cllr Robert Vint
4th January 2017.

District Councillor's Monthly Report
Covering the period from 1st December – 15th December 2016

John Green, SHDC Councillor for Totnes

15th December 2016

Key messages

- At the South Hams District Council meeting in December, the following motions were passed:
 - “In response to rising concerns regarding the role of the **Local Enterprise Partnership** in participating in the bid for public funding to finance the HOSW Devolution bid, this Council calls for LEP Board Members to be bound by the same **code of conduct** as Publicly Elected Representatives.” *Proposer John Green, seconder Jacqi Hodgson*
 - “In the light of the proposed NHS cuts and the likely impact on local **care services**, the HOSW **Devolution Bid** should include a request for funding to secure a health service which looks after the needs of all those living in Devon and Somerset.” *Proposer Jacqi Hodgson, seconder John Green*
 - “This Council appreciates support from the Council's officers to consider the **Market Square** in Totnes as a **non-designated heritage asset** and further the Council supports the work being done to designate **Leechwell Garden** as a **public open space**. For this reason, the two areas will remain in the Local Plan. Further, the **Grove School site and all remaining sites in the Totnes Central Area will be removed from the Joint Local Plan.**” *Proposer Judy Pearce, seconder Keith Wingate (after the original motion to remove all of T3 from the Joint Local Plan failed).*
 - “That this Council notes the ruling of the High Court (Case No: CO/2241/2016) in support of a housing policy known as ‘H2. Full Time Principal Residence Requirement’ as set out in St Ives Area Neighbourhood Development Plan and which provides that: ‘**New second homes and holiday lets will not be permitted at any time.**’ and supports and encourages Town and Parish Councils within the South Hams District to adopt similar policies in their own Neighbourhood Development Plans.” *Proposer Robert Vint, seconder John Birch*
 - “The Council develops a plan to become more dementia aware, particularly for customer facing staff and to support the development of **dementia awareness in the community.**” *Proposer Cllr Ward, seconder Cllr Holway*
- The following two motions failed:
- “The Council will consider allowing Neighbourhood Plan groups to decide to develop recommendations for specific sites and remove these sites from the JLP on condition that the estimated number of dwellings included in the JLP for that Neighbourhood Plan area is not reduced.” *Proposer John Green, seconder Jacqi Hodgson*
 - “In the event that SHDC approves the Local Authority Controlled Company to deliver services on behalf of this Council, then a local referendum to ascertain public support would be held. (This could be held as part of the proposed referendum next March on a combined authority of Devon and Somerset).” *Proposer Jacqi Hodgson, seconder John Green*

Attendance at meetings as Ward Councillor

Thurs 1st Dec **SHDC Executive** – Attended the meeting where the Tadpool Asset Transfer and **Local Authority Controlled Company (LACC) Reserved Matters Workshop** – took part in a meeting to discuss the reserved matters over which the Council would retain decision-making powers, if a LACC is created by SHDC.

Berry Pomeroy Parish Council – Attended the monthly Parish Council meeting at which all present stood in silence in memory of Reg Nichols who had died earlier in the week. The meeting was then adjourned.

Fri 2nd Dec

South Devon AONB Partnership – Attended the meeting at which a proposal was made for support to be given to the AONB Partnership in making submissions to SHDC in relation to planning applications.

Mon 5th Dec

Totnes Town Council - Attended the meeting.

Wed 7th Dec

Joint Local Plan Policy session – Took part in a meeting at South Hams District Council discussing the policies which are to be included in the Joint Local Plan.

Thurs 8th Dec

LACC Risk Register – Meeting to consider the risks associated with establishing a Local Authority Controlled Company.

Financial Principles workshop – Workshop considering ways in which the Council could establish a more sound financial footing with or without the creation of a LACC.

Mon 12th Dec

Chicken Run – Met with other Councillors and SHDC Officers on the Chicken Run in Bridgetown to discuss the issues with the way in which trees and undergrowth had been severely cut back. It was agreed that only trees that were diseased or needed treatment, plus a strip one metre either side of the footpath would be cut back in the future, with the area to be treated as a wildlife corridor.

Joint Steering Group for the LACC – Took part as a Member of the Joint Steering Group for the LACC. I am strongly of the opinion that creating a LACC would not be in the best interests of resident. In addition, there is concern that the way it may be established could undermine local democracy by preventing Councillors from having significant influence over the running of Council services in the future. My role in the group is to ensure that thorough scrutiny is placed on the proposals.

Thurs 15th Dec

SHDC Executive – Attended the meeting where the 2017/18 budget proposals were presented.

SHDC Full Council – Took part in the Council meeting (see above for the motions that were approved).

John Birch
SHDC Member for Totnes

Report for Totnes Town Council
meeting to be held on Monday 9 January 2017

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

Town Central Area and Joint Local Plan

At the Full Council meeting of SHDC held on 15 December 2016 the following motion was approved;

"This Council appreciates support from the Council's officers to consider the Market Square in Totnes as a non-designated heritage asset and further the Council supports the work being done to designate Leechwell Garden as a public open space. For this reason, the two areas will remain in the Local Plan. Further, the Grove School site and all remaining sites in the Totnes Central Area will be removed from the Joint Local Plan"

The Totnes councillors proposed that the reference to the inclusion of 70 dwellings in T3 be deleted but unfortunately the Tory councillors voted against this proposal and as such the 70 dwellings remain in the JLP. The mystery is to where SHDC is going to locate the 70 houses as T3 now only consists of the Market Square and the Leechwell Gardens.

The car parks are no longer in T3 and so the 70 houses are not planned to be built there. It is hoped that sense prevails and that the reference to T3 in the JLP is deleted or the 70 dwellings removed. I have raised a question with the officers as to where they propose the 70 dwellings be situated. I have yet to receive a response.

Questions to Full Council

Prior to the last Full Council meeting held on 15 December 2016 I submitted the following questions for answer at that meeting

Preamble to questions

In a recent statement issued by Councillor Hicks, following questions raised at a recent Overview and Scrutiny Panel meeting, he stated the following;

“Because it has been included in various iterations of the Local Plan for some years, the planning judgement is that removing T3 from the allocated sites will leave it vulnerable to approach by any developer”

The answers to my questions are set out in italics below each question.

Questions

(a) 'What situation is envisaged whereby the T3 Area becomes 'vulnerable to approach by any developer' bearing in mind the fact that the area is owned by SHDC?'

In response, Cllr Pearce advised that, as Cllr Birch would no doubt be aware, any developer could apply for permission on any land regardless of whether they owned it or not. It was necessary only to serve a Certificate B on the registered owner before submitting. Having said that, Cllr Pearce did assure Cllr Birch that the Council had no intention of acceding to any approach by any developer on this site.

(b) 'Has the District Council's officers held any discussions with developers and/or their agents concerning:

- (i) the possible future development of the T3 area or any parts of it? and
- (ii) the possible future sale of the T3 area or parts of it?'

In reply, Cllr Pearce informed that there had been no discussions between officers and any prospective purchasers. The Council presently had no intention of selling any part of this land nor for the moment did it envisage any such sale.

(c) 'Has the District Council's officers held any discussions with commercial property agents and/or residential estate agents concerning:

- (i) the possible future sale of the T3 area or any parts of it? and
- (ii) the valuation of the T3 area or parts of it?'

In reply, Cllr Pearce informed that there had been no discussions between officers and any prospective purchasers. The Council presently had no intention of selling any part of this land nor for the moment did it envisage any such sale.

(d) 'Are there any internal council reports prepared by officers dealing with the possible future sale of the T3 area or part of it?'

In response, Cllr Pearce confirmed that, to the knowledge of the officers presently working for the Council, there had been no such reports. In addition, no such reports had been able to be traced.

Post Questions

I was not satisfied with the answer to my Question (b) above as I was subsequently informed that there had been a meeting between a leading member of SHDC, accompanied by an officer, with a property developer and the possible development of car parks in Totnes was discussed.

I raised this inconsistency with Mr. Steve Jorden, SHDC Executive Director, and following an exchange of emails the following press release was issued by SHDC.

Following the Executive meeting on Thursday 15th December, South Hams Executive Director Steve Jorden has issued the following statement clarifying a point raised during the meeting about the Central Totnes area (T3):

“During the meeting we were asked if we had held any meeting with developers discussing the Central Totnes area (T3) or any part of it. To clarify the information that was provided by officers to Cllr Judy Pearce, was correct, we have not held any discussions with developers about T3 specifically.

“Officers from South Hams District Council do in the course of their work talk to developers in a broad sense about all of our assets and how to maximize their potential. In this sense we have had a discussion with

district. This discussion was about conceptual ideas and what might be possible, but these ideas were not considered suitable for Totnes and the discussion was not taken any further.

“It is on this basis that the information provided to Cllr Judy Pearce was correct. We have not held any discussions with developers about possible future development of the T3 area specifically or any part of it”

Second Homes

At the Full Council meeting of SHDC held on 15 December 2016 a motion was proposed by Cllr Vint and seconded by me concerning “second homes” in the District

The following motion was approved;

Council notes the ruling of the High Court (Case No:CO/2241/2016) in support of a housing policy known as ‘H2. Full Time Principal Residence Requirement’ as set out in St Ives Area Neighbourhood Development Plan and which provides that: ‘New second homes and holiday lets will not be permitted at any time..’ and supports Town and Parish Councils within the South Hams District to adopt similar policies in their own Neighbourhood Development Plans.”

Chicken Run

I attended a site meeting at the above on 12 December 2016 along with other Town and District councillors and SHDC officers. It was accepted by the officers that there had been a lack of consultation over the extent of the “cutting back” works. Works had been stopped the moment it became apparent that works carried out were too drastic. A revised scheme of works was discussed and agreed and these will commence after the Christmas break but with full consultation beforehand.

John Birch
SHDC Member for Totnes

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

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

Apologies: Councillor Marion Adams and Sermon

In Attendance: Helen Nathanson (Town Clerk), Peter Bethel (Town Sergeant), District Councillors Green and Birch, 2 members of the press and 11 members of the public

No	Subject	Comments
1	To receive apologies.	It was RESOLVED to receive 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 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>The Council adjourned for the following items:</p> <p>Members of the public spoke about the following matters:</p> <p>The Fairtrade group presented the Town Council with a hamper in recognition of Totnes becoming a Fairtrade town for the next two years. They thanked the councillors for their help in allowing Totnes to remain a Fairtrade town. The Mayor congratulated them on their fourth renewal and presented the certificate.</p> <p>A member of Citizens UK, a group which helps to rehome refugees in the area, spoke about Cllr Hodgson's hard work in supporting them and expressed disappointment about the allegations in the Totnes Times which claimed that she had overspent on her mayoral budget. A member of the South Devon Refugee Support Network reflected the same message as above. A member of an adjoining parish read out a prepared statement which also reflected their disappointment about the matter in the Totnes Times.</p> <p>A member of the public asked the Council for a response to his concerns about access for emergency vehicles in the High St under the new road layout.</p> <p>A member of the public expressed his concerns about the law which allows wading birds to be shot and he asked for support in raising this issue with the Government. He has previously written to the Secretary of State about it and agreed to bring in a copy of the reply he received.</p> <p>The Mayor welcomed the new Inspector and he introduced himself to the Council. He explained Operation Venus which is aimed at preventing the use of legal highs. The latest crime report was read out and questioned answered by Sgt Perrin.</p> <p>Councillor Green gave an update about works to trees in the Chicken Run. District Councillors have been involved with this and work has stopped pending further</p>

	<p><i>The Council will convene.</i></p>	<p>discussion. They will meet with officers to discuss future improvements to communications in these matters. No trees that were cut down had TPOs. He explained that local green spaces can be designated and suggested that local residents should nominate spaces for designation.</p> <p>Councillor Birch spoke about the LACC proposal at SHDC: he is still trying to get the Council to make public the legal advice it received. He read out the statement from Councillor Hicks about the T3 plans, which is available via the SHDC website.</p> <p>Councillor Vint spoke about the Littlehempston Cycle Path Working Group which meets as part of HATOC. Sarah Wollaston MP is interested and he will be arranging a meeting with Councillor Rowe. The lighting in the Skate Park and Rugby Club is not the responsibility of SHDC. The bulbs are very expensive and Councillor Vint has been paying for them from his Locality Fund. It was agreed that this will go to the People Committee to discuss how this can be funded in the future.</p> <p>The Council convened.</p>
4	<p>To approve and sign the Minutes of the following Meetings:</p> <ul style="list-style-type: none"> a. Full Council 7th November 2016 b. Operations Committee 21st November 2016 c. People Committee 16th November 2016 d. Planning Committee 3rd November and 24th November 2016 	<p>It was RESOLVED to approve and sign the Minutes of the following meetings:</p> <ul style="list-style-type: none"> a. Full Council 7th November 2016 b. Operations Committee 21st November 2016 c. People Committee 16th November 2016 d. Planning Committee 3rd November and 24th November 2016
5	<p>To consider any matters arising from the Minutes.</p>	<p>The following matters arose:</p> <p><u>Full Council 7th November 2016</u> Item 8 Councillor Hodgson asked if glyphosate use would be included in any new grounds maintenance contracts. This will be referred back to the Operations Committee for discussion.</p> <p><u>Operations Committee 21st November 2016</u> Item 3 It was RESOLVED to make the changes to the maintenance contract subject to the new cost. It was RESOLVED to accept the quotation for memorial safety testing.</p> <p>Item 4 It was RESOLVED that the Town Team be closed and the Town Centre Partnership formed as proposed. Councillors discussed the proposal for a Town Centre Manager and agreed with the recommendations from the Operations Committee. It was RESOLVED that the Town Council will continue to provide support to the Town Centre Partnership by providing</p>

		<p>administrative/secretarial services. The Town Clerk was asked to work out the time and cost of this support.</p> <p>Item 6 Councillor Hodgson was concerned that the flexibility in the Mayoral Budget is not lost. At this point she asked to read out a prepared statement regarding the article in the Totnes Times about her mayoral expenses. This request was refused on the grounds that it was not part of the agenda. Councillor Hodgson left the meeting at 8pm. The Policy was discussed and it was RESOLVED to approve the amended draft.</p> <p>Item 7 The request from Totnes Gardens for funding will be included in the budget considerations.</p> <p>Item 8 Councillor Whitty declared a personal interest. It was RESOLVED to suspend Standing Orders to allow the Caring Town Co-ordinator to speak to councillors. She explained that there was not yet a date for the handover of the Mansion so the location of Caring Town was yet to be confirmed. They hoped that this would happen by the end of the year. Councillors discussed the different financial options and the two different recommendations from the People and Operations Committees. It was RESOLVED to allow for Option 3 in the budget on the proviso that this will be reviewed and a further decision made about exactly how much money is to be allocated. It was agreed that Councillor Elliot-Smith would be the Link Councillor as part of the formal partnership.</p> <p><u>People Committee 16th November 2016</u></p> <p>Item 3 This item was covered under the matters arising from the Operations Committee.</p> <p>Item 5 It was RESOLVED that a one-off fee of £90 be paid to those covering out of hours and weekend events such as paranormal nights and weddings.</p> <p>It was RESOLVED 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.</p>
6	To note the minutes of the DALC Larger Councils Sub Committee on 10 th November 2016.	This was noted and Councillor Cohen read out the NALC resolution on the referendum principles.
7	To note the date of the next meeting on Monday 9th January 2017 at 7pm in the Guildhall.	This was noted and the meeting ended at 8.25pm.

END

MAYOR

**MINUTES OF THE PLANNING AND PLACE COMMITTEE
THURSDAY 15th DECEMBER 2016 AT THE GUILDHALL TOTNES**

Present: Councillors R Adams (Chair), Hodgson, Paine and Vint

In Attendance: Laura Shearer

Apologies: Cllrs Whitty and Hendriksen

The meeting commenced at 4.55pm due to the late arrival of 2 committee members.

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.	There were no members of the public in attendance.
	<i>The Committee will convene to consider the following items:</i>	
2	To approve the minutes of the meeting of 24 th November.	There were no matters arising.
3	<p>To make recommendations on the following planning applications:</p> <p>3.1) 3474/16/FUL & 3475/16/LBC – Listed building consent for alterations and improvements to customer facilities (part retrospective). Watermans Arms, Victoria Street, Totnes, TQ9 5EF. Applicant: Mr B Wheeler. (Planning Officer: Rachel Head RG)</p> <p>3.2) 3642/16/LBC – Retrospective listed building consent to convert newsagents shop into professional services shop/office unit. 56 High Street, Totnes, TQ9 5SQ. Applicant: Mr I Thomas. (Planning Officer: Charmaine Smith RG)</p> <p>3.3) 3303/16/FUL & 3304/16/LBC – Listed building consent for proposed alterations to replace existing artificial slate roof with natural slate and existing dormer windows with conservation rooflights. 35 Fore Street, Totnes, TQ9 5HN. Applicant: Andrew Wakeman. (Planning Officer: Michelle Bennett RG)</p> <p>3.4) 3665/16/HHO – Householder application for proposed extension to</p>	<p>No objections.</p> <p>No objections.</p> <p>No objections.</p> <p>No objections.</p>

	<p>side of dwelling and addition of entrance porch. 5 Manor Way, Totnes, TQ9 5HP. Applicant: Mr & Mrs Harris. (Planning Officer: Sara de Barros)</p> <p>3.5) 3808/16/HHO – Householder application for a single storey extension to side of existing detached house to create dining room, bedroom & ensuite and replace utility. Greeba, Bridgetown Hill, Totnes, TQ9 5BN. Applicant: Mr & Mrs S Gardner. (Planning Officer: Chris Mitchell)</p> <p>3.6) 3764/16/HHO – Householder application for proposed single storey bedroom and ensuite extension. 11 Collapark, Totnes, TQ9 5LN. Applicant: Mr K Thorn. (Planning Officer: Chris Mitchell)</p>	<p>No objections.</p> <p>No objections.</p> <p>NOTE: Cllrs JH and RV 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>4a) 3737/16/TCA. T1-T6 Leylandii – crown reduction to 2m; T7-T19 Leylandii – fell and remove. Fernleigh, Pomeroy Villas, Totnes, TQ9 5BE. Applicant: Mr James Cadoux-Hudson.</p> <p>4b) 3895/16/TCA. T1 Cherry – Crown reduction by 2-3 metres. 61 Fore Street, Totnes, TQ9 5NJ. Applicant: Mrs Anthea Holmes.</p> <p>Works to Tree Preservation Order Trees:</p> <p>4c) 3722/16/TPO - X4 semi-mature London Plane to be crown lifted over the road up to a height of 5.2 metres in accordance with The Highways Act 1980. Crown thin throughout the entire canopy by 20% not removing any branches larger than 40mm in diameter. Remove any deadwood over 40mm in diameter. 1 Heath Way, Totnes. Applicant: Mr Giles Shaw.</p> <p>4d) 3706/16/TPO. T1 Silver Birch – Dismantle and fell. 4 Bank Lane, Totnes. Applicant: Mrs Sharp.</p> <p>4e) 3703/16/TPO. T1 Cherry – crown reduce eastern lateral canopy only by 2-3m, cutting back to appropriate pruning points. Russell Court, Victoria Street, Totnes, TQ9 5EG. Applicant: Mr Rob Scholefield DCH.</p>	<p>No objections.</p> <p>No objections.</p> <p>No objections.</p> <p>Cllrs support the tree warden’s comments and agree this tree only needs reducing. They cannot see any reason for this to be felled.</p> <p>No objections.</p>

5	To note the Grant of Conditional Planning Permission from Devon County Council for the demolition of existing single temporary classroom and construction of new permanent two storey building, hall and staff room extension including provision of new raised deck and MUGA at St Johns C of E Primary School, Pathfields, Totnes, TQ9 5TZ. Application number 2632/16/DCC.	This was noted.
6	To note the withdrawal of the Traffic and Transport Forum minutes provided for the last agenda. The October minutes were not finalised and the November minutes were from 2015.	This was noted.
7	To note or discuss SHDC DMC decisions since the last meeting.	Cllr Hodgson confirmed that SHDC have agreed to a site visit at the Christina Park proposed development.
8	To note minutes of community groups: <ul style="list-style-type: none"> - Traffic and Transport Forum - Neighbourhood Plan 	These were noted. None were provided.
9	To note the date of the next meeting – 12th January 2016 at 4pm in the Guildhall. This has been moved back one week due to the Christmas and New Year break.	This was noted.

ENDED at 5.25pm

MAYOR



6

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
101 ADMINISTRATION						
1101 Salaries and Pensions	25,092	25,120	0	0	0	0
1103 Staff Training and Travel	1,500	1,500	0	0	0	0
1105 Staff Eye Tests	200	180	0	0	0	0
1106 Staff Recruitment	400	400	0	0	0	0
1110 Utilities	2,575	2,750	0	0	0	0
1111 Office Supplies	2,000	2,000	0	0	0	0
1123 Photocopier	2,000	2,000	0	0	0	0
1156 Insurance	8,200	6,000	0	0	0	0
1160 Office Equipment	1,000	1,200	0	0	0	0
1167 Events & Venues Expenditure	1,000	0	0	0	0	0
Total Overhead Expenditure	43,967	41,150	0	0	0	0
1190 Events & Venues Income	1,000	0	0	0	0	0
Total Income	1,000	0	0	0	0	0
ADMINISTRATION - Net Expenditure	42,967	41,150	0	0	0	0
102 CIVIC AND DEMOCRATIC						
1201 Salaries and Pensions	82,347	82,429	0	0	0	0
1205 Civic Events	6,000	6,000	0	0	0	0
1225 Civic Regalia	200	400	0	0	0	0
1230 Town Sergeant	1,000	1,000	0	0	0	0
1234 Councillor Allowable	5,542	5,542	0	0	0	0
1235 Councillor Training and Travel	2,000	2,000	0	0	0	0
1236 Professional Fees	4,200	4,200	0	0	0	0
1237 Elections	4,536	6,000	0	0	0	0
1238 Subscriptions	1,900	1,900	0	0	0	0
1240 Community Outreach	2,000	2,000	0	0	0	0
1241 Website and IT	1,000	1,000	0	0	0	0
Total Overhead Expenditure	110,725	112,471	0	0	0	0
CIVIC AND DEMOCRATIC - Net Expenditure	110,725	112,471	0	0	0	0
201 TOURISM						
2100 Retail Sales	4,864	0	0	0	0	0
2101 Salaries and Pensions	45,235	13,000	0	0	0	0
2103 Destination Management	0	11,700	0	0	0	0
2113 Water	105	0	0	0	0	0
2114 Utilities	1,426	0	0	0	0	0
2115 Post and Telephone	1,305	0	0	0	0	0
2116 Stationery	1,000	0	0	0	0	0
2117 Mill Rent	4,988	0	0	0	0	0
2122 Office Equipment and	1,500	0	0	0	0	0
2123 Information Boards	150	0	0	0	0	0
2161 Bank Charges	1,020	0	0	0	0	0
2173 National Express Tickets	15,660	0	0	0	0	0

At : 09:36

Forward Budget Detail - By Centre

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
2174 Community Group Tickets	10,000	0	0	0	0	0
2175 Princess Theatre Tickets	5,000	0	0	0	0	0
2177 Totnes Guide and Website	10,815	13,000	0	0	0	0
2178 Car Park Permits	1,600	0	0	0	0	0
2179 Theatre Tokens	350	0	0	0	0	0
2180 Ferry Tickets	4,752	0	0	0	0	0
Total Overhead Expenditure	109,770	37,700	0	0	0	0
2181 Retail Sales	8,600	0	0	0	0	0
2182 Totnes Guide and Website	29,000	6,000	0	0	0	0
2183 Advertising	4,000	0	0	0	0	0
2184 Accommodation Bookings	250	0	0	0	0	0
2185 Miscellaneous Retail Sales	1,000	0	0	0	0	0
2186 Car Park Permits	1,760	0	0	0	0	0
2187 Community Group Tickets	11,000	0	0	0	0	0
2188 Theatre Tokens	367	0	0	0	0	0
2189 Ferry Tickets	5,280	0	0	0	0	0
2190 South Devon Railway	800	0	0	0	0	0
2193 Princess Theatre Tickets	5,250	0	0	0	0	0
2194 National Express Tickets	17,000	0	0	0	0	0
Total Income	84,307	6,000	0	0	0	0
TOURISM - Net Expenditure	25,463	31,700	0	0	0	0
301 GUILDHALL						
3101 Cleaning	2,496	2,000	0	0	0	0
3103 Building Maintenance	21,550	6,000	0	0	0	0
3112 Business Rates	5,325	5,325	0	0	0	0
3113 Water	200	200	0	0	0	0
3114 Utilities	2,678	3,000	0	0	0	0
3115 Staff and Volunteer Costs	5,200	5,365	0	0	0	0
3122 Equipment Maintenance	12,416	0	0	0	0	0
Total Overhead Expenditure	49,865	21,890	0	0	0	0
3181 Admissions	4,000	3,000	0	0	0	0
3182 Retail Sales	0	50	0	0	0	0
3183 Hire Charges	2,000	4,000	0	0	0	0
Total Income	6,000	7,050	0	0	0	0
GUILDHALL - Net Expenditure	43,865	14,840	0	0	0	0
302 CIVIC HALL						
3201 Caretaking	16,000	16,000	0	0	0	0
3202 Feed in Tariff	4,000	2,400	0	0	0	0
3203 Salaries and Pensions	12,679	12,691	0	0	0	0
3213 Water	2,500	2,500	0	0	0	0
3214 Utilities	3,182	4,000	0	0	0	0
3220 Caretaking Supplies	2,000	2,000	0	0	0	0

Continued on Page 3



At : 09:36

Forward Budget Detail - By Centre

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

		Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
3222	Building Maintenance	10,000	7,000	0	0	0	0
3250	Licences	2,500	2,500	0	0	0	0
3252	Equipment Maintenance	1,000	0	0	0	0	0
	Total Overhead Expenditure	53,861	49,091	0	0	0	0
3279	Feed in Tariff	6,000	5,800	0	0	0	0
	Total Income	6,000	5,800	0	0	0	0
	CIVIC HALL - Net Expenditure	47,861	43,291	0	0	0	0
303 PROPERTY MAINTENANCE							
3303	Guildhall Cottage Maintenance	10,000	1,000	0	0	0	0
3305	Eastgate Clock Rent	850	600	0	0	0	0
3306	Eastgate Clock Utilities	361	180	0	0	0	0
3307	Eastgate Clock Alarm	500	500	0	0	0	0
3308	Eastgate Clock Maintenance	5,000	100	0	0	0	0
3309	St John's Clock Maintenance	200	100	0	0	0	0
3310	St Mary's Clock Maintenance	300	200	0	0	0	0
3311	Flat 5A Loan Repayment	9,148	9,148	0	0	0	0
3312	Flat 5A Maintenance	1,000	1,000	0	0	0	0
3314	Guildhall Office Maintenance	1,000	500	0	0	0	0
3321	Museum Maintenance	4,000	10,000	0	0	0	0
	Total Overhead Expenditure	32,359	23,328	0	0	0	0
3381	Museum Rent	1	1	0	0	0	0
3382	Guildhall Cottage Income	9,540	9,540	0	0	0	0
3383	Garage Rental Income	468	0	0	0	0	0
3384	Eastgate Clock Rental Income	1	1	0	0	0	0
3385	Flat 5A Rental Income	8,200	8,200	0	0	0	0
	Total Income	18,210	17,742	0	0	0	0
	PROPERTY MAINTENANCE - Net Expenditure	14,149	5,586	0	0	0	0
401 CEMETERY							
4101	Salaries and Pensions	9,248	9,257	0	0	0	0
4112	Business Rates	1,128	1,500	0	0	0	0
4113	Water	90	90	0	0	0	0
4121	Grounds Maintenance	7,220	10,000	0	0	0	0
4122	Works and Maintenance	1,000	10,000	0	0	0	0
4123	Chapel	0	5,000	0	0	0	0
	Total Overhead Expenditure	18,686	35,847	0	0	0	0
4181	Interment Fees	3,000	3,000	0	0	0	0
4182	Memorials	2,500	2,500	0	0	0	0
4184	Grant of Rights	2,000	2,000	0	0	0	0
	Total Income	7,500	7,500	0	0	0	0
	CEMETERY - Net Expenditure	11,186	28,347	0	0	0	0

Continued on Page 4



At : 09:36

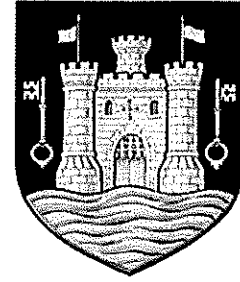
Forward Budget Detail - By Centre

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
501 OPEN SPACES						
5101 Ramparts Walk	1,500	1,500	0	0	0	0
5102 St Mary's Churchyard	3,000	3,000	0	0	0	0
5104 Castle Meadow Maintenance	1,000	2,000	0	0	0	0
Total Overhead Expenditure	5,500	6,500	0	0	0	0
5180 Castle Meadow Rents	210	210	0	0	0	0
Total Income	210	210	0	0	0	0
OPEN SPACES - Net Expenditure	5,290	6,290	0	0	0	0
602 PRECEPT AND INCOME						
6202 Bank Charges	150	150	0	0	0	0
Total Overhead Expenditure	150	150	0	0	0	0
6280 Precept	300,953	300,953	0	0	0	0
6281 Council Tax Grant	27,353	24,659	0	0	0	0
Total Income	328,306	325,612	0	0	0	0
PRECEPT AND INCOME - Net Expenditure	-328,156	-325,462	0	0	0	0
701 COMMUNITY DEVELOPMENT						
7501 Community Projects	6,650	0	0	0	0	0
7502 Neighbourhood Plan	20,000	0	0	0	0	0
Total Overhead Expenditure	26,650	0	0	0	0	0
COMMUNITY DEVELOPMENT - Net Expenditure	26,650	0	0	0	0	0
Total Budget Expenditure :	451,533	328,127	0	0	0	0
Income :	451,533	369,914	0	0	0	0
Net Expenditure	0	-41,787	0	0	0	0



Totnes Town Council - Grant Application Form



1. Organisation Details

Organisation Name: Totnes Museum Trust

Charity Registration Number: 296684

2. Main Contact (for this application)

Name: Peter Bethel

Position in Organisation: Treasurer of Trustees – Totnes Museum Trust

Phone No: 01803 864639

Email address:

Address: Totnes Museum, 70 Fore Street, Totnes, Devon. TQ9 5RU

3. Project Name:

Totnes Elizabethan Museum re-evaluation, development and community engagement programme 2017/18

Working with other historic bodies, consultants and those involved with the initial town proposals for both Culture/Heritage and Tourism; review and further develop the concept of the Elizabethan House Museum within the context of the history of Totnes and the implications for its operations and to enhance the awareness, participation and greater community involvement in the Museum.

4. Project Description

Please include details of each of the following:

Project location: Totnes Museum, 70 Fore Street, Totnes, Devon. TQ9 5RU

key aims;

- [1] The Custodian, in her increased position of volunteer coordinator would review, expand and widen the roles of the existing volunteers, while recruiting and training new volunteers for the forthcoming season. She will support those from the community who are interested and want actively to be involved in participating with the operation of the Museum; where necessary providing appropriate training opportunities.
- [2] The Trustees will promote, within the emerging development plan for the Museum and in conjunction with other Totnes private, public, voluntary and charitable organisations involved in its heritage, the development of a marketing strategy based on the Historic assets of the town.
- [3] To support the implementation of the current review of the Museum structure and operation. This includes its exhibits and enhancing the operation of the Museum, both in delivering and administering its services .

expected outcomes;

- [1] The Custodian will develop new structures to encourage and achieve greater participation through increased volunteers, to undertake those tasks required to ensure the operation of the Museum during the summer season and the closed winter period.
- [2] The Trustees will meet and engage proactively with other private, public, voluntary and charitable organisations involved in its Heritage, to identify their needs and develop a marketing strategy based on the Historic assets of the town. Once agreed will identify the costs and possible sources of funding and apply for those funds and if successful implement the strategy for the 2017 and 2018 seasons.
- [3] To support the Trustees and Custodian in making changes in the operation and financial structure of the museum.

To alter the opening times and operating charges so as to be able to offer:

- to extend the season to the end of October,
- to include weekends
- to have specific out of season events – including art. Historical and other cultural events
- to provide monthly one off events – to support those organisations associated with the museum
- to support historic organisations within the town, to use the museum as a community asset
- to provide space for organisations to be able to exhibitions in the Museum both in and out of season
- to move from a fixed entry fee to one of voluntary donations.

lasting impact;

- ❖ Due to the grant received last year and using Museum Financial reserves, it has been able to undertake a fundamental review of the operation of the Museum since the abolition of the Heritage Officer post. It has made a start on working with outside bodies, consultants and the community in developing the concept of the Elizabethan House Museum. As a conclusion of the review, it is undertaking this winter, the first step in a period of radical change in the structure of the exhibits. It is altering its floor layout and use of the space to encourage greater involvement by the community in the building. It has started to develop its marketing strategy and has initiated an open engagement with the community to gain support and greater involvement of the community with the Museum.
- ❖ The grant with the other sources of funding the Museum will be applying, for is aimed to build on the work from 2016/17 to develop further the interest stimulated in the community to become active and practical participants of a community museum.
The work with Museum consultants will be developed and all of the exhibits will undertake a review of their appropriateness and relevance in the "Totnes Elizabethan Museum", with the identification of greater interactive and sensory mediums to be able to engage with all of the visitors both from within and outside of the Totnes community.
- ❖ Working with other bodies involved in Heritage and with historic organisations within the Town, the Museum will be able to share and cooperate in joint activities related to historical aspects, marketing, joint events etc.
- ❖ The enhancement of its antiquated IT equipment and software will allow greater efficiency and communications to be achieved in the delivery of its operating, curatorial and administrative services.

groups/sections of the community your project will benefit and any previous experience of delivering successful projects.

In applying for the grant, the ultimate aim is to achieve the establishment of a more resilient Museum, benefitting the community of the town culturally, socially and economically.

The emphasis in this aspect of the development plan is to raise the community awareness and through greater engagement and participation of volunteers and local visitors, create a demand for the Museum to be open for longer periods thus providing an enhanced asset for the town.

The aim is to establish the Museum as a significant Tourist attraction in the town, working with others so as to engage in mutually beneficial exchange of experiences, enhancing cooperation in marketing and to provide mutual support in the heritage organisations in the town.

A clear and identifiable aim of the Trust, is to further develop the educational links with the schools and other voluntary and charitable organisations in the town; to encourage them to take part both in activities and visits to view and interact with the attractions in the Museum, during the open season and on other occasions. During its existence over the past 30 years and its relatively recent independent activity, separate from the Town Council, the Totnes Museum Trust has taken over the roles and administrative tasks of the Heritage Officer and has gradually established itself as an independent body delivering a Museum for the Town.

In this role it has acquired the devolved financial and administrative responsibility of delivering the Museum service from the Town Council, therefore allowing savings to be made by the Town Council and developing a more coherent and functioning relationship with it.

5. How does your project meet the needs of the Totnes Town Council?

ECONOMY:

Buildings Audit: Review all Town Council assets and work out which should be retained and improved and which could be disposed of.

Through the introduction of systems related to the management of the Museum Building, the Totnes Museum Trust with the Custodian can continually monitor and update the TC on its condition and maintenance.

economy e.g. by encouraging recycling and events such as regular farmers' markets in the Civic Hall
Seek opportunities to work with others, such as the Chamber of Commerce, to promote the **economic wellbeing** of the town.

The Totnes Museum through its development plan proposes to put into effect a wide range of initiatives which is aimed at increasing footfall therefore increasing income by voluntary donations and providing an asset to the town with an open access policy for 2017.

Be open to **income generation** opportunities.

It has been reviewing the opportunities to generate income through:

- *extending the season from the beginning of April to the end of October,*
- *It is proposed to include weekend openings and open in conjunction with the Good Food market*
- *It will work with other organisations and private bodies to organise specific out of season events – which may include art, historical and other cultural events*
- *in supporting those organisations associated with the museum, it is proposed to plan a series of one off event, occurring monthly during the day or evening – this is aimed to support those organisations associated with and aiding the museum*
- *where it is able to and where it is asked for, the Museum will support other historic organisations within the town through their use of the building, therefore using the museum building as a community asset*
- *it will establish a space within the Museum, for organisations to be able to create exhibitions both in and out of season*
- *after reviewing the visitor and ticketing charge income, it is proposed to move from a ticketing system to a donations system of providing income for the 2017 season. That is moving from a fixed entry fee to one of voluntary donations therefore providing free entry to all of the community and visitors to the Town.*

SOCIAL AND COMMUNITY

Use **Town Council assets** to support community use and activity e.g. the Civic Hall

The aim is to develop greater engagement of the community in the activities of the Museum, through greater community/volunteer involvement in open days, heritage days, school related activities, working with other town groups and organisations. This would involve the Museum directly with the Community which will bring them into direct involvement with the Council.

Develop the **Neighbourhood plan** to a successful conclusion

The Totnes Museum Trust would support and contribute to the Heritage aspects of the Neighbourhood Plan.

Support **cultural events and festivals** in town to create vibrancy and appeal to young people

Work with community groups on **open spaces** and **cycle routes**

Through developing the Museum Garden in conjunction with Totnes Gardens, we have developed an attraction which is open all year. We believe this will be further developed and linked into other Open Spaces project, as recognised through the Awards achieved for Totnes through the efforts of Totnes Gardens. They has contributed to the recognition of the development and upkeep of Totnes's Open Spaces by RHS Awards to the town.

Support the **young** of the town and recognise their needs

The Totnes Museum Trust has developed links to the schools and through the development Plan this will be further developed with them and other youth Groups. The grant would allow us to further these initiatives both with individuals and with groups and organisations becoming active participants in the Museum.

ENVIRONMENT

Town Centre Improvements - use the Tourism Partnership and Town Centre Manager to improve the built environment and improve cleanliness, signage, street furniture etc

Protect and improve **natural heritage assets** of the town via planning and partnership working.

Through developing the Museum environment and Garden in conjunction with Totnes Gardens we have improved the immediate built environment and cleanliness around the museum, developing an attractive garden Open Space for the Town . We believe that the grant would enable us to further develop and link into other town groups, to both support and use this improved local environment to link into other initiatives

CULTURE AND HERITAGE

Develop a **cultural plan** for Totnes

The Museum Trust and the Friends of the Museum, have participated in meetings with the Arts Development Officer

Communal space – manage so that it is viable into the future to allow cultural activities in town

The primary aim of the Development Plan is to create a community space which will be attractive to the people of the Parish and engage them in the heritage of the Town. The Totnes Museum, within its development Plan sees itself as an active participant in all the CULTURE and HERITAGE initiatives in the town. It welcomes the concept of the Cultural Plan and its associated implementation strategy, with its Heritage input, seeing this as a necessary structure for their development in the Town.

Maintain buildings in Town Council ownership - have maintenance plans in place and budget provision, including possible grant funding

The Trust monitors and reports back to the Council on the condition and state of the building. It undertakes a supportive role in the process of maintenance in cooperating and facilitating with any work that needs to be carried out.

General heritage in Totnes – the Town Council is keen that all heritage assets are well maintained. We'll bring any problems to the attention of the correct authority or owners and seek enforcement action if necessary – maintain a watching brief

7. Grant

Sought

This grant: Total Project Cost (VAT that you cannot reclaim can be included):

Total Project Cost: £11,300-00p.

Made up of :

- £4500-00p for the cost of the volunteer recruiting/support person, for the seasonal open period, plus an input of a period of time before the opening and end of season-in March and November.
- £1300-00p: upgrading the IT system in the Museum-including the financial, visitor administrative software. [This includes replacing the original PC, reusing it by upgrading it, so that it is able to be used within the museum/curatorial/archives –connection with the Archive centre- so as to provide the basis of digitising the Museum catalogue-(the present system was installed 11 years ago and is on an old stand alone PC!).
- Approximately £4,200-00p for the cost of Museum consultants to review the Museum exhibits and working with the Trust, develop a strategy and Plan to identify the enhancements of new interactive and sensory exhibits. This would include costing and identifying potential sources of funding and being involved in the bid application process taking into account any enhancements needed to be made to the Museum. If possible and finances allow, acquiring one or more of the interactive and sensory exhibits to install into the Museum.
- £1300: to both further develop the website and social media presence of the Museum and to develop and implement where possible a Marketing strategy for the Museum engaging with other Heritage organisations and bodies.

8. Other Funding Sources

Please list other funding sources, including the amount and whether funding is secured or pending.

Income - Funding sources current year to date – March to February 2016

Source Organisation	Amount	Secured/Pending
Museum income-visitors	£ 7,45900p	Secured
Events	£ 2,029-00p	Secured
Bequests	nil	-----
Donations (including garden)	£ 823-00p	Secured
Shop/sales of publications	£ 552-00p	Secured
Study Centre	£ 468-00p	Secured
Grants	£ 6,000-00p	Secured

9. Supporting Documentation

Please include copies of your organisation's

[1] accounts for the past two years :

accounts for the past two years – [1] 28-02-2015 [2] 28 - 02 - 2016

- a) Year ending 28-02-2015: loss of £2,779-00p, offset due to a bequest (restricted Donation and Legacy of £3,500-00p)
- b) Year ending 28-02-2016: surplus £2,907 arising from the two special events –Magna Carta, flower festival and Christmas Fayre.

2) bank/building society statements showing current financial position: December 2016 attached.

Please note latest statements yet to be received and will be forwarded in January

Signature: Peter Bethel

Date: 07/12/2016

Please send your completed application form and all supporting documentation to:

clerk@totnestowncouncil.gov.uk

OR

Totnes Town Council

The Guildhall Offices

5 Ramparts Walk

Totnes

Devon

TQ9 5QH

Data Protection

The information that you have provided will be held by Totnes Town Council. The information will be used to assess your application to this Fund as set out in the Guidance Notes and will be held securely at all times. The Trust may share the information with external agencies and the wider public to ensure the project is delivered and with other organisations, if required by law. If you wish to see the personal data that the Trust holds, please contact the Secretary.

Totnes Neighbourhood Plan Steering Group

Budget submission 2017/18

1. Introduction

Due to circumstances beyond the control of the Steering Group, a request for funding for 2017/18 is being made to the Town Council. The current budget is likely to underspend on non-staffing lines in the current financial year and it is not possible to vire these monies into the 2017/18 financial year.

2. Background

Due to the decision of South Hams & West Devon District Councils together with Plymouth Unitary Council to delay publication of the Joint Local Plan from October 2016 to a predicted March 8th 2017, a budget submission is required for the 2017/18 financial year.

The Neighbourhood Plan must be in general conformity with the strategic plans in the development plans of the area. The delay in the JLP has a knock on effect to the Neighbourhood Plan as there can be no publication or consultation on the pre-submission draft until the JLP allocations and policies are known.

The Neighbourhood Plan cannot therefore move to the key 6 week phase of pre-submission consultation until April 2017 as the JLP will need to be thoroughly examined when published together with existing district policies. The draft NP and policies would then need to be adjusted accordingly for conformity. An outline timetable is attached but highly dependent on South Hams actions.

An additional and significant factor has been the content of the draft JLP which focussed on housing allocations. Since it's publication in July 2016, an estimate of 50% of Neighbourhood Plan co-ordinator resources have had to be used to address the problems caused by allocation of T3, analysis of community responses for Town Council, briefing and steering South Hams and addressing the local conflict arising between the town residents and District Council. It has also occupied significant local councillor time and that of the NP Steering Group Chair and Housing Task Group Lead.

The NP Steering Group has provided strong mitigation in response to these delays by early consultation on the Vision and Objectives for the Neighbourhood Plan. The results of this consultation gave overwhelming support for the Vision and Objectives with conversations, presentations and social media reaching over 1500 people. This has provided a firm steer for the next stage of developing draft policies.

3. Current Budget

The current budget is made up of the following elements

Available budget in 2016/17
£20000 (Town Council)
£382 (Remainder of Front Runner budget after 2015/16 expenses)
£330 (£110 from each of the 3 councillors re SHDC)
£1935 (Locality consultation budget obtained Sept 16 – may need to be returned)
£22,647.00 TOTAL

4. Risks

The overall budget is likely to underspend by some £3-4k by 31st March 2017, however as part of that, there is also a risk that the locality grant may need to be returned if an extension is not possible.

The Joint Local Plan publication has resulted in extensive unforeseen work which has had a resource impact over the past six months. It has also demonstrated that the resources required for consultation and co-ordination are key in retaining public confidence in the Neighbourhood planning process and outcomes. Resource availability during the future consultation period will mitigate risks of an adverse outcome at the referendum.

5. Budget Proposal

A budget request of £15k is proposed for 2017/18. This will allow co-ordination for 8 months which could be used flexibly over a 12 month period dependent on South Hams timetable and overall needs of the project. It would include all resources for the consultation processes to reflect those project elements which cannot be spent in 2016/17 and also mitigate against the risk of no extension to the Locality grant into 2017/18.

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From: Jonathan Owen [<mailto:Jonathan.Owen@nalc.gov.uk>]
Sent: 15 December 2016 12:46
To: Jonathan Owen <Jonathan.Owen@nalc.gov.uk>
Subject: No extension of referendum principles

To: National Council Representatives
To: County Associations
To: Direct Access Councils
To: All Committee Members
To: Staff at 109

Colleagues,

Council tax referendum principles have **not** been extended to parish and town councils in 2017/18.

The secretary of state for communities and local government has just announced the provisional local government finance settlement for 2017/18 in the House of Commons, an extract from his speech is below:

"[Town and parish council] play an important role in our civic life.

We have decided that we will defer our proposals this year, while keeping the level of precepts set by town and parish councils under close review.

I expect all town and parish councils to clearly demonstrate restraint when setting increases that are not a direct result of taking on additional responsibilities.

I am also actively considering with the sector ways to make excessive increases more transparent to local taxpayers."

A further update including more details will be sent out later but I wanted to let you know about the announcement right away.

Jonathan

