


**AGENDA FOR THE PEOPLE COMMITTEE
WEDNESDAY 29 JUNE 2016 AT THE GUILDHALL OFFICES TOTNES**

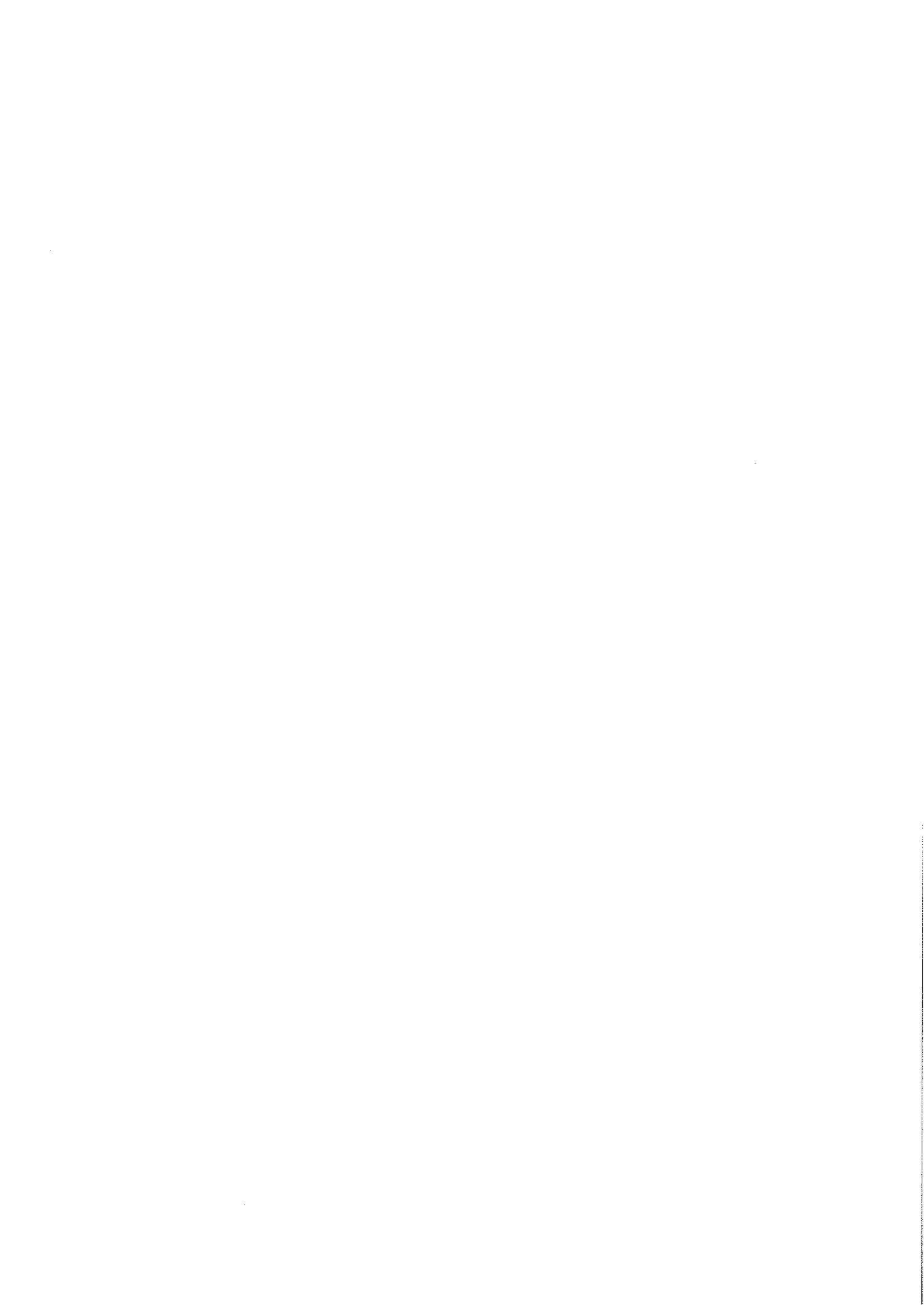
You are hereby SUMMONED to attend the meeting of the People Committee, which is to be held in the Guildhall, Totnes on **Wednesday 29 June 2016 at 12.00pm** for the purpose of transacting the following business:

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council	
	<i>The Committee will adjourn for the following item:</i>	
	Public Engagement: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.	
	<i>The Committee will convene to consider the following items:</i>	
2	To deal with any matters arising from the minutes of the last meeting.	Enclosure
3	To consider the SHDC consultation on Events Policy	Enclosure
4	To consider the request from Devon Communities Together for a Christmas Pop up shop	Enclosure
5	To consider the funding and staffing implications of Christmas Community events in the Civic Hall	Verbal brief from the Deputy Town Clerk
6	To receive an update the Civic Hall and Guildhall	Verbal brief from the Deputy Town Clerk
7	To review actions required on the Community Engagement Plan	Enclosure
8	To receive an update on Neighbourhood Planning and Open Space Policy	Verbal update from Cllr T Whitty
9	To receive an update on Borough Park and TADPOOL	Verbal update from Cllr T Whitty
10	To receive an update on the Mansion and Caring Town Totnes – standing item	
11	To note the date of the next meeting - Midday on Wednesday 14 th September at midday	

Catherine Marlton



Deputy Town Clerk



**MINUTES OF THE PEOPLE COMMITTEE
TUESDAY 17 MAY 2016 AT THE GUILDHALL OFFICES TOTNES**

In Attendance: Councillors Whitty (Chair), Cllr M Connelly, Cllr R Hendriksen, Cllr Vint, Cllr B Piper and Cllr K Sermon.
Present: Catherine Marlton (Deputy Town clerk)
Not present: Cllr A Simms

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council	None received.
	<i>The Committee will adjourn for the following item:</i>	
	Public Engagement: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.	None.
	<i>The Committee will convene to consider the following items:</i>	
2	To deal with any matters arising from the minutes of the last meeting.	<p>The Deputy Clerk was asked to review the Emergency Plan and circulate to a future committee later in the year.</p> <p>The Deputy Clerk and Cllr Hendriksen will liaise on audio proposals for the Guildhall Council Chamber and feedback to the committee in due course.</p> <p>The Deputy Clerk will visit Morrison's to discuss pollution issues.</p> <p>The Deputy Clerk explained that the Royal Seven Stars has agreed in principle for a defibrillator unit to be placed on the premises, subject to the Town Council taking full responsibility for maintenance and monitoring checks. This agreement will be confirmed in writing. The Deputy Clerk will contact SHDC planning department regarding installation in a conservation area and will order the new unit. Both the Civic Hall and Seven Stars units will be installed at the same time with a marketing campaign in the local press.</p> <p>No Councillors had volunteered to be a representative on the Rural Parish Sounding Board.</p> <p>The Deputy Clerk will contact Mark Hatch to ask for a site visit for Councillors to the new emergency night shelter.</p> <p>The Deputy Clerk was asked to contact SHDC regarding waste being left in the square after markets, particularly food waste and grease. Also to query enforcement for those commercial premises not using seagull proof bags.</p>

3	To identify outstanding actions from the Community Engagement Plan and agree when they will be achieved.	It was RECOMMENDED to Full Council that the reviewed Community Engagement Plan be agreed.
4	To consider a draft Beliefs Statement	It was RECOMMENDED to Full Council that the Draft Beliefs Statement be adopted.
5	To discuss developing Open Space, Sports, Recreation and Well Being Policy	Cllr Whitty agreed to circulate a draft policy to all committee members.
6	To receive an update on Open Space and Borough Park – standing item	Cllr Vint stated that a Public Space Working Group at SHDC was set for Thursday 26 th May and asked all committee members to send items for discussion/feedback to him and Cllr Whitty by email in advance.
7	To receive an update on the Mansion and Caring Town Totnes. – standing item	Cllr Vint fed back that the final paperwork was being completed and the handover of the Mansion should happen in the next few weeks.
8	To note the date of the next meeting	Midday on Wednesday 29 th June 2016

END

MAYOR

Events policy - tell us what you think

If you organise events in your town or village we want to hear from you.

We are currently reviewing how we provide all non-statutory services and this includes how we support events held within the South Hams.

Whilst the Council is committed to supporting these valuable community events, we have a duty to make the best use of council tax payer's money and to ensure that the Council's resources are used fairly and consistently across the whole district.

This means that where an event requires additional services, the Council could make a charge so that one community event does not take place at the expense of another.

How we support events:

- Use of land to hold events on
- Expertise in planning, licensing and health & safety for events
- Licensing for events/activities within the event
- Equipment to help with specific events - e.g. litter pickers and black sacks for tidy ups
- Additional public toilet staffing
- Production and implementation of a waste management plan
- Post event clear up and trade waste collection
- Parking & traffic flow assistance
- Support for Britain in Bloom competitions

We are committed to ensuring that events continue to thrive in the district, but it is also important that the support given is consistent, fair and critically, covers the cost of the Council's input. We hope you will support us with your feedback in carrying out this assessment which will be used to inform our future policy.

For more information please see our Frequently asked questions section below or read the full consultation document proposals which can be found in the downloads section on the right.

Your views

Please email your views on the proposal to: eventspolicyconsultation@swdevon.gov.uk by *Friday 29 July 2016*.

FAQs for Events Consultation

Q. When will this take place?

A. The policy will take effect from 1 April 2017 - covering all events held in the 2017/18 financial year and beyond.

Q. Why is the Council considering this?

A. The Council recently agreed that one of its key priorities is to achieve financial sustainability - this is in response to reduced Government funding to all district and borough Councils. The Council needs to be able to generate over £1m each year by the financial year 2020/21. This will be achieved by way of cost savings, cost recovery and additional income generation.

Q. What will be done with monies raised?

A. The monies raised will cover the resources used in managing and holding the events. At present, the cost incurred in supporting events is not adequately recovered, meaning all council tax and business rate payers effectively subsidise the events held.

Q. Is the policy going to affect all events?

A. The aim of the new policy is to ensure consistency across all events held. Once the new policy is published, each event organiser will know the Council's requirements and what costs are likely to be incurred as a result of holding an event. The policy will be consistently applied across all event types and the entire district.

Q. Can the Council do this?

A. There is no statutory duty for the Council to support events on its land and therefore services linked to the holding of events are classed as discretionary services. There are various specific statutory rules which allow for charging on a cost-recovery basis. The Council aims to make sure a consistent approach is applied to all events to help achieve the Council's stated aim of financial sustainability.

Q. How do I participate in the consultation?

A. Please respond to the consultation by sending an email to: eventspolicyconsultation@swdevon.gov.uk

All responses will be considered by a working group consisting of officers of the Council and elected members of the Council. This group will be responsible for writing the events policy, which will be published ahead of the effective date of 1 April 2017. Respondents will not receive a personalised reply to their email.

SHDC Events Policy Change Proposal – Consultation Document

1. Changes will take effect from 1st April 2017 for the 2017/18 financial year
2. People or entities booking events during 2016/17 will be advised that the fee charging structure will change for next year and, as appropriate, will be invited to participate in consultation process
3. Where a tender process is held for holding events, this will continue and will cover the “hire” of the space being utilised
4. For other events, whether the beneficiary is a charity, community or commercial entity, fees could be levied for the following (if required):
 - a. The hire of the event space
 - b. Recovering lost opportunity cost of parking (event site or nearby sites)
 - c. Any staff time or fees associated with booking, licensing, managing or staffing the event or nearby facilities
 - d. Loss of income from nearby toilets if these need to be altered from pay-to-use to free-to-use
 - e. Any additional costs incurred for increased use of public toilets (i.e. permanent staff attendance, increased consumables)
 - f. Any additional costs incurred for collection of waste connected with the event
 - g. Any additional costs incurred for bringing the event space back into use
 - h. The fee levied will differ if the beneficiary from the event is a commercial entity rather than a charity / community entity
5. Charity / community events are to be defined as:
 - (i) An event organised by a registered charity where **all** proceeds from that event go to that charity
 - (ii) An event organised by a local community or group which is not a registered charity, but where **all** proceeds go to a charity or are for the sole benefit of that local community or group

If **any** of the proceeds raised from the event are for personal or commercial gain, the event will be considered as being a commercial event and therefore a higher fee will be levied.



----- Forwarded message -----

From: Cllr J. Brazil <Cllr.Brazil@southhams.gov.uk>

Date: Wed, Jun 8, 2016 at 12:39 AM

Subject: Re: South Hams District Council's Events Policy Consultation

To: Communications <Communications@swdevon.gov.uk>

Cc: SH-All Members <SH-AllMembers@southhams.gov.uk>, SH-All Parish Clerks <SH-AllParishClerks@southhams.gov.uk>

I am very wary of SHDC's approach to this. The driving force behind this appears to be an attempt by SHDC to make money out of the endeavours of volunteers from our local communities. A good local event supports tourism - a crucial part of our local economy. The Kingsbridge Fair week or the Dartmouth Regatta for example are important dates in the 'season's calendar' - in my view SHDC should be doing everything to support them to help local businesses. Yes, SHDC could try and squeeze every last penny out of the organising committees but the risk of losing these events and the reputational damage to the Council would far out weight any small financial gain the Council might make in my view.

I do not have the information to know where or how much SHDC has already done in respect of new charges but I do know that huge damage has already been done to the Council's standing in respect of Kingsbridge Fair.

When a Stand up Paddleboard (SUP) national event was organised in Kingsbridge, Salcombe Harbour took the decision to waive harbour dues on the SUP's. The reasoning behind this decision was to try and support an event that brought 100's of participants into the area who would spend their money in the local area. I'm sure the organisers may have made some money but the boost to the local economy benefitted everyone. The hope is they will be back again because of the support and welcoming they received (as opposed to the approach by the carparks department).

At the very least elected members should take the decision as to when, where and how much should be charged - balancing out the benefits to the local community. Officers can give advice and factual details but not take the decision.

Julian

Sent from my iPad

On 7 Jun 2016, at 13:55, Communications <Communications@swdevon.gov.uk> wrote:

Dear all,

South Hams District Council recently agreed its priorities, with one being to achieve financial sustainability in order to continue to deliver services to our communities. Our financial model identified that the Council needs to close a cumulative budget gap of **£1m** by the financial year 2020/21, due to a reduction in Government funding. Financial sustainability will be achieved by way of cost saving, cost recovery and income generation with the aim to limit the financial impact on council tax payers.

The Council is currently reviewing its provision of non-statutory services, such as the support of events held within the South Hams. Whilst the Council wishes to maintain support for these events, it is mindful of making the best use of council tax payer money and ensuring that the Council's resources are utilised fairly and consistently across the whole community. This means that where additional services are provided to one event or community, these services are paid for so as not to subsidise one event or community at the expense of another.

A large number of events are currently supported across the South West Devon - from major festivals and regattas to smaller village and community events. The way in which we support events varies depending on the event and how it is organised and whether it is organised for commercial or community gain. The list below gives an idea of how the Council helps some of the events in the South Hams to happen:

- Use of land to hold events on
- Expertise in planning, licensing and health & safety for events
- Licensing for events/activities within the event
- Equipment to help with specific events – e.g. litter pickers and black sacks for tidy ups
- Additional public toilet staffing

- Production and implementation of a waste management plan
- Post event clear up and trade waste collection
- Parking & traffic flow assistance
- Support for Britain in Bloom competitions

In writing a policy for the consistent management of different types of events, the Council would very much like your opinion as a user of our event services in relation to the charging policy. The attached document 'SHDC Events Policy Proposal' explains the emerging proposals.

We need to consider in our future plans which elements of event management require a fee and if so, what that fee should be. The Council is committed to ensuring that events continue to thrive in line with our organisational priorities. It is important that the support given is consistent, fair and critically, covers the cost of the Council's input. I hope you will support us with your feedback in carrying out this assessment which will be used to inform our future policy.

For more information, please read the attached Frequently Asked Questions page or visit the website: www.southhams.gov.uk/article/eventspolicy-telluswhatyouthink

Please email your views on the attached proposal to: eventspolicyconsultation@swdevon.gov.uk by **Friday 29th July 2016**. We do not intend to respond to all communications – instead we will consider all responses as we prepare the policy.

If you would like to discuss this matter further, please contact me directly via email at: Cllr.Bramble@southhams.gov.uk or in writing to: 29 Lower Warren Road, Kingsbridge, TQ7 1LF.

With best regards,

Cllr Ian Bramble, Loddiswell & Aveton Gifford ward

On behalf of: *Cllr Keith Baldry, Newton & Yealmpton ward; Cllr Dan Brown, Wembury & Brixton ward*
South Hams Member Task and Finish Group

<FAQs for the Events Consultation.docx>

<SHDC Events Policy Change Proposal.pdf>

Dear Sir/ Madam,

Devon Communities Together is exploring the idea of running a 'Pop-Up Shop' project for the 2016 Christmas shopping period.

We would like to host a shop in the run up to the 2016 Christmas period in a busy retail location in Devon and offer the opportunity for a small business or businesses to trade in the shop. It would be a great chance for a collective of local enterprises to come together to sell their products during a busy retail period. Additionally it would support the local economy and business sector, reduce empty shop fronts and hopefully attract visitors. In addition, we would carefully select the enterprises to ensure they do not have a negative impact on existing businesses and that they reflect our social aims and values.

The first step is to find a suitable shop or premises. To make the project feasible and as beneficial as possible to small businesses we need to minimise costs. Is this a project you would be happy to support in your town and would you be open to working with us to offer reduced business rates for social enterprise?

If you know of any suitable premises, would be happy to discuss further or have any ideas or comments please get in contact.

Kind regards,

Tom Butt

Social Enterprise Advisor

T: 01392 248919 ext*171

M: 07903 591134

Office days - Mon to Thu

Visit our Training Hub [here](#), find out about our range of courses designed for communities and businesses in Devon.

[BOOK ONLINE](#)

Devon Communities Together, First Floor, 3 & 4 Cranmere Court, Lustleigh Close, Matford Business Park, Exeter EX2 8PW

Devon Communities Together is the operating name for The Community Council of Devon, a registered charity (no. 1074047), company registered in England and Wales (no.3694095) registered office as above. VAT registered (no. 942 0496 27).

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Community Engagement Action Plan

Reviewed 17th May 2016 by People Committee

Action	Recommendations	Updates	Implementation
<p>Council/Councillors</p> <p>Create Role Description for councillors which emphasises the importance of communication.</p> <p>Set up a series of Councillor Surgeries.</p>	<p>To be added to Councillors Induction Pack and to include information on roles and expectations of link Councillors.</p> <p>Agreed that this should be implemented quarterly and that other areas of the town should be used such as St John's Church, Daisy Centre and Follaton Community Centre. Possibility of having a stall at Totnes Show 2017? It was felt being a visible and active presence in the community was very important.</p>		<p>September 2016</p> <p>September 2016</p>
<p>Administration and IT</p> <p>Community group listing</p> <p>Update/Revise the use of notice boards to provide easy identification of new notices for members of the public.</p> <p>Update the website and ensure integration with the TIC website. Revisit social media options. Managed by: administration.</p> <p>All councillors to be trained in use of IT and social media.</p>	<p>It was suggested that the list of community groups collated by Thea for the Neighbourhood Plan should be used during consultations with the community.</p> <p>Shady Garden group is investigating having a notice board on the site. The Town Council has been offered a panel for our use and it was recommended that we accept this, subject to checking the size of the panel. If the format of this board works then there could be more around key locations in the town.</p> <p>Cllr Whitty to inform the Clerk of design and size. Once cost is known then confirmation of having a panel will be considered.</p> <p>The Tourist Information noticeboard at the Rotherfold will be cleaned up and form part of the new Tourism structure in the town.</p> <p>Website – upgrade to provide mobile compatibility and more modern format – currently taking place, some significant teething problems from a data transfer perspective but much more user friendly.</p> <p>TIC website needs to be updated – this is being investigated as part of the new information services structure.</p> <p>Twitter – follow all local businesses to build up followers.</p> <p>Facebook – individual pages for Civic Hall and Guildhall being used to promote events and raise the profile of these venues.</p> <p>Investigate free social media session for councillors – Cosmic. Councillors need to be informed that they are allowed to use electronic media during meetings as required for linked social media or/ agendas/council papers.</p>	<p>Ongoing</p> <p>September 2016</p> <p>The Town Council noticeboard under the Civic Hall has been replaced and sited on the emergency doors for maximum visibility.</p> <p>In progress</p> <p>September 2016</p> <p>Councillors have previously not attended free training offered but</p>	

<p>Agreement of Town Council on the reinstatement of Totnes matters as also proposed through the Neighbourhood Plan: if agreed format, frequency, editorial process, printing, distribution.</p>	<p>Councillors are asked to consider whether all meeting papers could be sent out electronically unless requesting otherwise. Any Councillors requiring hard copies are asked to collect from the office in advance of meetings.</p> <p>Recommend that we produce updates/newsletters following the quarterly surgeries with Councillors in order that current concerns and issues are responded to. Editorial content to be drafted by TC officers and Councillors and agreed by Full Council prior to publication. Circulated using the Totnes Directory, Facebook and websites. Design to be consistent and easily recognisable – designed professionally. A key message that needs to be conveyed is how the three layers of Council works and to whom to report different issues.</p>	<p><i>are asked to contact the Town Clerk with any training needs for investigation.</i></p>	<p>September 2016</p>
<p>Use the Annual Report at the Annual Meeting to disseminate Information. Use recognisable colours/branding for notices in public places – schools/surgeries etc</p>	<p>Completed for 2015/16 and ongoing. Town Team looking at public open spaces and signage. Consistent font, imagery etc. needs to be used across TC websites and documents to create a brand.</p>		<p>Ongoing Ongoing</p>
<p>Meetings and Physical Presence Develop Council property for community use</p>	<p>The Civic Hall and Guildhall are now being actively managed by the Deputy Town Clerk and the Council Venues WG. The Group is looking into increasing public access to the buildings as an ongoing item.</p>		<p>Ongoing</p>
<p>Revisit Public Question Time at meetings to maximise its potential</p>	<p>This was discussed at a Mayors and Chairs meeting and it was agreed that responses from councillors to public questions is not appropriate. Items will all be referred in future to the appropriate committee for further discussion. However it was suggested by the People Committee that some training for all Councillors could help and that in some instances the Mayor could ask Chairs of Committees to answer questions factually and succinctly given the time constraints. We should encourage questions to be submitted in advance of Full Council. Use websites and social media to promote this practice and verbally during Full Council meetings.</p>		<p>September 2016</p>