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**MINUTES OF THE PLANNING AND PLACE COMMITTEE
THURSDAY 23rd FEBRUARY 2017 AT THE GUILDHALL TOTNES**

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

In Attendance: Christina Bewley, Pip Howard (departed at start of meeting), one member of the public.

Apologies: Cllrs Hendriksen and Whitty

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	It was RESOLVED to accept the apologies.
	<i>The Committee will adjourn for the following items:</i>	
	A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.	A member of the public raised concerns over a potential planning breach in connection with the conditional planning approval given for application 56/2244/14/F. The planning breach report had been submitted to SHDC but there has been no response. Cllr Vint agreed to look into the issue and provide feedback to the member of public.
	<i>The Committee will convene to consider the following items:</i>	
2	To approve the minutes of the meeting of 12 th January 2017.	There were no matters arising.
3	<p>To note or make recommendations on tree works decisions and orders:</p> <p>Works to Trees in a Conservation Area:</p> <p>3a) 0190/17/TCA – Beech crown reduction by 30%. Fernleigh, Pomeroy Villas, Totnes, TQ9 5BE.</p> <p>Works to Tree Preservation Order Trees:</p> <p>3b) 0311/17/TPO – Western Red Cedar, section fell and dismantle to ground level due to significant structural defects. Redworth Court, Station Road, Totnes, TQ9 5EQ.</p>	<p>The Tree Warden, P.Howard, reported on the current heavy workload he and his colleague (T.Hutchinson) have due to existing and new diseases effecting trees in the area. Because of this he has not been able to look at the applications under 3a) and 3b) to gives us an opinion. He discussed possible changes to the TPO process, and advised about a Handbook that is being established for tree management along with training sessions. He suggested some of the tree work needed at the Cemetery could be done for free as part of the training sessions which Councillors welcomed.</p> <p>No objections.</p> <p>No objections. The Tree Warden, T.Hutchinson, had sent an e-mail in relation to this application confirming he had no concerns.</p>

NOTE: Cllrs JH and RV observe and do not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.

4	<p>To make recommendations on the following planning applications:</p> <p>4.1) 0088/17/VAR – Variation of condition 2 (approved drawing) of granted planning consent 0929/16/FUL. Morrisons Service Station, Station Road, Totnes, TQ9 5JR. Applicant: Wm. Morrisons Supermarkets.</p> <p>4.2) 0092/17/FUL & 0093/17/LBC – Existing communal staircase to be removed/replaced to provide upgraded means of escape. 60 High Street, Totnes, TQ9 5SQ.</p> <p>4.3) 56/2221/15/O – Readvertisement (new description) – Outline application with all matters reserved for 5no. three bedroomed houses with 10no. parking spaces. Cocos Nursery, Ashburton Road, Totnes, TQ9 5JZ.</p> <p>4.4) 0107/17/LBC – Alterations and improvements to customer facilities (part retrospective). Resubmission of 3474/16/FUL & 3475/16/LBC. Watermans Arms, Victoria Street, Totnes, TQ9 5EF.</p>	<p>The paperwork provided by SHDC did not identify what changes had been made to the original application. The Cllrs therefore felt there was insufficient information to be able to comment, although they do not support the loss of any vegetation.</p> <p>No objections.</p> <p>No objections. Cllr Vint expressed regret that this development was not part of the Neighbourhood Plan.</p> <p>No objections.</p>
5	<p>To note minutes of community groups:</p> <ul style="list-style-type: none"> - Traffic and Transport Forum 	<p>Noted</p>
6	<p>To discuss the use of bio -fuels for Totnes public transport.</p>	<p>Cllr R Adams read out an e-mail received from a member of the public raising questions about the use of bio-fuels in Totnes and whether the Town Council has a Transport Policy.</p> <p>Previous studies that had been undertaken into the use of bio-fuels and the problems encountered were discussed.</p> <p>It was confirmed that the Council have a Transport Policy. Cllr Hodgson agreed to provide a Bio-fuel proposal that had been established but not progressed. It was hoped that an interested member of the public could become involved and take forward a bio-fuel project for the Town.</p>
7	<p>To discuss the condition of the Railway bridge.</p>	<p>Cllr R Adams read out an e-mail received from a member of the public which raised concerns over the poor appearance of the railway bridge.</p> <p>Cllr Vint advised that the Railway Bridge had been discussed at a previous Traffic Forum meeting, and that painting the bridge is the responsibility of Network Rail.</p>

		Cllr Vint agreed to do a formal letter to Network Rail about the issue and copy in the complainant.
8	To note that SHDC Planning Department are not up to date with sending planning applications.	Cllr Vint reported that the Planning department performance indicators submitted to the SHDC Overview & Scrutiny Committee did not show a problem, although Customer Services scored low. Cllrs agreed that it is difficult to contact anyone there now and that the situation is not acceptable.
9	To note that Brixham Peninsula Neighbourhood Plan are seeking views on their plan by 11 th March 2017. Representations should be sent to feedback@brixhampeninsula.com .	Noted.
10	To note that the alleged breach of condition 2 on the approval decision notice for 56/1509/15/F (Redlands, Bridgetown Hill, Totnes, TQ9 5BN) is a closed case.	Noted.
11	To note the date of the next meeting – 16th March 2017 at 4pm in the Guildhall.	This was noted.

ENDED 5:25PM

MAYOR

Proposal to ban the use of Glyphosate on Totnes Town Council owned land

Paper for Totnes Town Full Council meeting 6th March 2017 - Cllr. Jacqi Hodgson

This issue was raised at TC / FC on 7.11.17 and referred to Operations Committee where it was discussed on 23.2.17.

Glyphosate is a toxic herbicide found in many products such as Round Up. Herbicides containing glyphosate are widely used in many private and public gardens and public open spaces to minimise weeds.

The World Health Organisation (WHO)'s International Agency for Research on Cancer (IARC) published their study of glyphosate on March 20th '16, which concluded the herbicide glyphosate "probably" causes cancer, say *There was sufficient evidence in animals, evidence in humans and strong supporting evidence showing DNA mutations and damaged chromosomes.*" And "that the popular herbicide may contribute to non-hodgkins lymphoma." "The herbicide has been found in food, water, and in the air in areas where it has been sprayed".¹

Many local residents are very worried about the use of this herbicide and I propose that we ban the use of Glyphosate on Town Council owned land. This would require contractors we use for grounds and open space maintenance to agree to not use glyphosate herbicides and instead use non-toxic methods of weed removal. There are non-toxic options for weed reduction / removal such as salt, vinegar, hoeing and a heat gun to name a few.

Since May'16 South Hams District Council no longer allow the use of glyphosate in maintenance contracts for their public spaces and gardens. By agreeing to this we would be following good example from other places Local Authorities and countries that have banned it, setting a good example to other landowners and other Local Authorities and be taking a proactive responsible stance with regard to health and safety towards our residents, wildlife and operators carrying out this maintenance work.

Glyphosate is banned in:

- Paris
- Russia
- Mexico
- Netherlands 2014
- Sri Lanka – 2016
- Brazil – thinking about it – Country's public prosecutor concerned
- Germany thinking about it
- SHDC no longer allow contractors to use it on their public areas – since May'16

Background information:

Glyphosate is patented as:

#1: an Antibiotic – leading to concerns about possible harm including the killing of beneficial gut bacteria which causes immune system damage.

#2: a Chelating Agent – Although glyphosate can be rapidly immobilized in soil (also spray tank mixtures, and plants) through chelation with various cat-ions (Ca, Mg, Cu, Fe, Mn, Ni, Zn), it is not readily degraded and can accumulate for years (in both soils and perennial plants).²

Glyphosate's chelation properties may lead to possible harm such as vitamin and mineral deficiencies. (9)Glyphosate binds (chelates) vital nutrients such as iron, manganese, zinc, and boron in the soil, preventing plants from taking them up. This could also have implications for humans and animals that eat GM glyphosate-tolerant crops, as it could affect nutrient value.

Institute of Science in Society Special Report 10/10/12

"The use of glyphosate-based herbicides, especially Monsanto's Roundup formulation, has increased dramatically since the introduction of genetically modified (GM) glyphosate-tolerant crops, resulting in the contamination of our food, environment and water supplies. Glyphosate-based herbicides are now the most commonly used herbicides in the world. It is still

¹ <http://www.globalresearch.ca/world-health-organization-wont-back-down-from-study-linking-monsanto-to-cancer/5439840>

² <http://detoxproject.org/glyphosate/>

promoted as 'safe', despite damning evidence of serious harm to health and the environment."

Christian Meyer, chairman of the Consumer Protection Minister Conference, said: "This pesticide should not be found in gardens, parks or on children's playgrounds. I also do not think use in private gardens is appropriate."

On May 8, the German state ministers introduced a resolution calling for "the supply to and use by private persons to be banned for precautionary reasons." The resolution also recommends prohibiting use of the herbicide near consumers. Christian Meyer, chairman of the Consumer Protection Minister Conference, said: "This pesticide should not be found in gardens, parks or on children's playgrounds. I also do not think use in private gardens is appropriate."

30,000 Doctors in Argentina Demand that Glyphosate (Monsanto Roundup) Be Banned (April '15)

Esther Ouwehand, Dutch Parliament member introduced the successful motion to ban the deadly herbicide for private use: *Agricultural pesticides in user-friendly packaging are sold in abundance to private persons. In garden centres RoundUp is promoted as harmless, but unsuspecting customers have no idea what the risks of this product are. Especially children are sensitive to toxic substances and should therefore not be exposed to it³*

Institute of Science in Society Special Report 10/10/12

Why Glyphosate Should Be Banned (http://www.i-sis.org.uk/Why_Glyphosate_Should_be_Banned.php)

Glyphosate has contaminated land, water, air, and our food supply;

Executive Summary: The use of glyphosate-based herbicides, especially Monsanto's Roundup formulation, has increased dramatically since the introduction of genetically modified (GM) glyphosate-tolerant crops, resulting in the contamination of our food, environment and water supplies. Glyphosate-based herbicides are now the most commonly used herbicides in the world. It is still promoted as 'safe', despite damning evidence of serious harm to health and the environment.

Evidence of harm to health

- Monsanto and the European Commission (EC) have known about birth defects since the 1980s. Industry studies found statistically significant skeletal and/or visceral abnormalities as well as reduced viability and increase in spontaneous abortions in rats and rabbits exposed to high doses of glyphosate. Lower doses were later shown to cause dilated hearts. The EC dismissed all the findings.
- Independent studies have since found caudal vertebrae loss in rats treated with sub-lethal doses of the herbicide; as well as craniofacial abnormalities, increased embryonic mortality and endocrine disruption, abnormal onset of puberty, and abnormal sexual behaviour and sperm count in male offspring of mothers exposed during gestation.
- GM soybean-fed female rats gave birth to excessive numbers of severely stunted pups, with over half of the litter dead by three weeks, and the surviving pups were sterile.
- Non-mammalian animals exposed to glyphosate resulted in increased gonad size, increased mortality, craniofacial abnormalities correlating with abnormal retinoic acid signalling, and reduced egg viability.
- *In vitro* exposure to glyphosate resulted in endocrine disruption and death of cells of the testis, placenta, and umbilical cord.
- A long term *in vivo* study on rats found females exposed to Roundup and/or Roundup Ready GM maize were two to three times as likely to die as controls and much more likely to develop large mammary tumours, while males presented large tumours four times controls and up to 600 days earlier.
- Clinical data from Argentina are consistent with lab findings of increases in birth defects and cancers in regions with large areas cultivating glyphosate-tolerant soybean.
- Endocrine disruption has been observed in both *in vivo* and *in vitro* studies in the laboratory, including abnormal levels of testosterone, aromatase enzyme, testosterone and oestrogen receptors, leutinising hormone, follicle-stimulating hormone. Endocrine disruption can lead to cancers and reproductive problems.
- Epidemiological studies have found links to cancer including non-Hodgkin lymphoma and increased plasma cell proliferation. Cancer rates have risen in glyphosate-use zones in Argentina. Lab studies found significant increases in interstitial cell tumour incidence in rats as well as skin tumour-promoting activity. Numerous lab studies including those performed by industry showed glyphosate damages DNA of cells in culture as well as in humans living in glyphosate-sprayed regions of Argentina. Non-mammalian studies found defects in cell cycle checkpoints and DNA damage repair machinery. DNA damage is a major prelude to cancers. AMPA, the glyphosate metabolite, also has genotoxic effects.
- Neurotoxicity effects include Parkinsonism have emerged following acute exposure. Exposure to glyphosate resulted in oxidative stress in lab animals and death of neuronal cells, correlating with Parkinsonian pathology. Acute exposure in fish resulted in acetylcholine esterase (AChE) inhibition. An epidemiological study linked glyphosate -exposure to Attention-Deficit-Hyperactive disorder in children, a disorder associated with AChE inhibition. The original neurotoxicity studies carried out by industry were ruled invalid by the US Environment Protection Agency and urgently need re-examining by independent scientists.
- Internal organ toxicity has been documented in animal feeding studies with glyphosate-tolerant soybean. Rats suffered

³ <http://www.thehealthyhomeeconomist.com/roundup-banned-netherlands-france-brazil-likely-soon-follow/>

kidney abnormalities including renal leakage and ionic disturbances, and liver pathology including irregular hepatocyte nuclei, and increased metabolic rates.

- Acute toxicity of glyphosate is officially declared low by government agencies; however agricultural workers have reported many symptoms including skin irritation, skin lesions, eye irritation, allergies, respiratory problems and vomiting. Ingestion of large volumes causes systemic toxicity and death.

Evidence of negative environmental and agronomic impacts

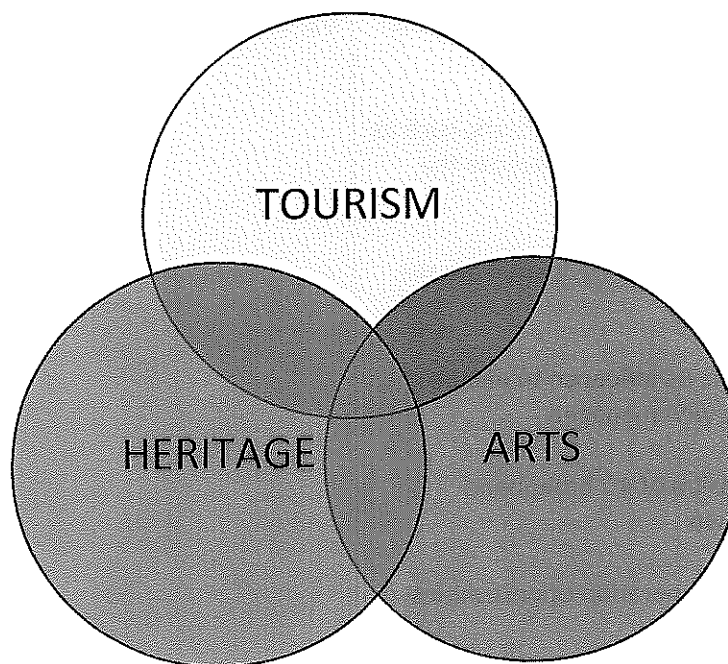
- Widespread use of glyphosate has led to the evolution of glyphosate-resistant weeds covering an estimated 120 million hectares globally in 2010. So far, 23 species of weeds have been recorded, forcing Monsanto to acknowledge the problem and protect their profits by declaring that their warranty does not cover yield losses. Glyphosate-resistant weeds are threatening the utility of glyphosate and glyphosate-tolerant crops. Resistant weeds are likely responsible for increased herbicide use. Argentinian use went from 2 to 20 litres per hectare between 1996 and 2010.
- Glyphosate-tolerant crops, as well as other crops grown subsequently in the same fields are affected by glyphosate's metal chelating properties. Chelation and immobilisation of metal micronutrients such as manganese damages physiological processes in the plant including disease resistance and photosynthesis. Numerous diseases including Goss' wilt, Fusarium wilt, and Take All are now widespread in the US. More than 40 diseases have been linked to glyphosate use. Reduced lignin content in glyphosate-tolerant crops leads to reduced water retention, requiring more water, and severely compromising yields during drought years.
- Soil biology is strongly disrupted by glyphosate, which is toxic to many beneficial micro- and macro-organisms including earthworms. It harms a wide range of microbes, those producing indole-acetic acid (a growth-promoting auxin), responsible for mycorrhizae associations, phosphorus & zinc uptake; microbes such as Pseudomonads and Bacillus that convert insoluble soil oxides to plant-available forms of manganese and iron; nitrogen-fixing bacteria *Bradyrhizobium*, *Rhizobium*; and other organisms involved in the biological control of soil-borne diseases.
- Glyphosate may be retained and transported in soils, with long-lasting cumulative effects on soil ecology and fertility, especially in northern ecosystems with long biologically inactive winters.
- Glyphosate's high water solubility makes aquatic wild-life very vulnerable. Lab studies showed extreme toxicity, killing many frog species. Roundup decreased the survival of algae and increased toxic bloom-forming cyanobacteria, hence accelerating the deterioration of water quality especially in small water systems.
- Indirect effects through habitat disruption are also a concern, as highlighted by the major decline of Monarch butterfly populations whose larvae feed on milkweed that are largely destroyed by glyphosate applications in the US.
- Livestock illnesses are linked to GM diets, and include reproductive problems, diarrhoea, bloating, spontaneous abortions, reduced live births, inflamed digestive systems, and nutrient deficiency. This has translated into much reduced profit for farmers.
- Contamination of ground water supplies as well as rain and air has been documented in Spain and the US, threatening our drinking water, leaving people vulnerable to exposure. Berlin city residents were recently shown to carry glyphosate levels above permitted EU drinking water levels.
- A German-Egyptian team of researchers found that all cows tested from Danish dairy farms excreted glyphosate in their urine. Unexpectedly low levels of manganese and cobalt were observed in all animals, which the authors said could be explained due to the strong metal chelating effect of glyphosate. Potential signs of liver and kidney toxicity were also found in the cows, which the authors noted were consistent with the findings of rodent feeding studies with GM glyphosate-tolerant plants.⁴

⁴ <http://detoxproject.org/glyphosate/glyphosate-chelating-agent/>

Wednesday 1st March 2017 at 2pm – Full Council Community Projects Workshop

It was agreed in the 2017 budget setting process that £46,000 would be allocated to aid community projects needing funding in the coming financial year.

The three areas for consideration are:



For background, in September 2015, Lesley Smith from the Devon Association of Local Councils facilitated a priority setting workshop with all Councillors.

The table outcome from that session is below and I have highlighted the items in relation to the 3 key areas above:

Priorities

Economy	Environment
<p><u>High Priority</u></p> <p>Tourism Partnership: Town Council to take the lead in forming the partnership</p> <p>Town Centre Management: Town Council to take the lead, perhaps through provision of a Town Centre Manager</p> <p>Buildings Audit: Review all Town Council assets and work out which should be retained and improved and which could be disposed of</p>	<p><u>High Priority</u></p> <p>Town Centre improvements – use the Tourism Partnership and Town Centre Manager to improve the built environment and improve cleanliness, signage, street furniture etc.</p> <p>Traffic- Post April 2016, when the Appeal has been heard, manage the situation and support the town to deal with the decision.</p> <p>Support the planning process</p>

<p><u>Medium Priority</u></p> <p>Town Council procurement policy to make sure we buy things that are local, sustainable and Fairtrade</p> <p>Buying local and supporting the local food economy eg by encouraging recycling and events such as regular farmers' markets in the Civic Hall</p> <p>Seek opportunities to work with others, such as the Chamber of Commerce, to promote the economic wellbeing of the town</p> <p>Atmos Project- ensure that we learn from the work being carried out</p> <p>Town Council to use its influence to ensure industrial sites are well-managed</p> <p>Support the expansion of 4G broadband coverage in the town</p> <p>Be open to income generation opportunities</p>	<p><u>Medium Priority</u></p> <p>Town Council support for recycling and re-use, working with other partners in the town. Encourage efficient use of resources and energy via planning policies.</p> <p>Protect and improve natural heritage assets of the town via planning and partnership working.</p>
<p>Social and Community</p> <p><u>High Priority</u></p> <p>Encourage the provision of more social housing</p> <p>Use Town Council assets to support community use and activity eg. the Civic Hall</p> <p>Develop the Neighbourhood plan to successful conclusion</p> <p><u>Medium Priority</u></p> <p>Encourage employment opportunities, especially higher paid jobs, through the Town Council planning function eg by supporting the creation and preservation of employment land</p>	<p>Culture and Heritage</p> <p><u>High Priority</u></p> <p>Develop a cultural plan for Totnes</p> <p><u>Medium Priority</u></p> <p>Encourage a culture of compassion</p> <p>Via Planning, encourage work units/places for craft workers and others</p>

<p>Support cultural events and festivals in town to create vibrancy and appeal to young people</p> <p>Provide good community information via our website and Town Centre Manager</p> <p>Continue to support Caring Town Totnes through membership of the group</p> <p>Work with community groups on open spaces and cycle routes</p> <p>Support the young of the town and recognise their needs</p>	<p>Encourage public art – via Planning eg railings</p> <p>Support the library in principle and education via linked governorships</p> <p>Communal space – manage so that it is viable into the future to allow cultural activities in town</p> <p>Lobby for good licensing within the town</p> <p>Maintain buildings in Town Council ownership- have maintenance plans in place and budget provision, including possible grant funding</p> <p>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</p>
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Actions on High Priority Aims

Tourism Partnership	Operations Committee to be asked to discuss the next steps in setting this up
Town Centre Manager role	Operations Committee to investigate possible functions and responsibilities
Town Council Buildings Plan	Operations Committee to look again at the Assets Review and determine how to make best use of Town Council assets. Maintenance and budget plans required
Town Centre work	Planning and Place Committee to be asked to look into the scope of this
Traffic issue	Planning and Place Committee to look into what is required and how it can be delivered

Complete the Neighbourhood Plan to successful conclusion	Planning and Place Committee to oversee this
Develop an S106 Priority List	Planning and Place Committee
Develop a Cultural Plan for Totnes	People Committee
Develop a Town Council buying policy for local, sustainable and Fairtrade purchasing	People Committee
Encourage Social Housing	Planning Committee to investigate how we can do this

Resources available to the Town Council

Money- Precept	The Neighbourhood Plan will be a resource
Loans	Community groups
Disposable assets	Volunteers
Paige Adams Trust	Staff
Grants and partnership working	Reputation -- goodwill
Town Council assets- lettings	County and District Councils
Feed in Tariff	External support e.g. Devon Communities Together
S106 money	

SWOT Analysis of Totnes Town Council

Strengths Elected representatives Past history Heritage Assets Innovative reputation Willingness to move forward Markets/ Independent shops Tourism Neighbourhood plan Very good staff Diverse community TTT Rich hinterland	Weaknesses Lot of talk –no action Austerity Lack of funding Lack of power at Town Council level Having to compromise Traffic I congestion Too many community groups Resistance to change Councillors don't know one another's skills
Opportunities Heritage assets Government guidelines New ways of working Thinking outside the box Working in partnership Take on assets and manage locally Can be resilient Highly educated skilled population Town Council has relatively low precept	Threats Heritage assets are loss leaders Austerity Climate change –flooding Rapid change Low % of young people remaining in the town High cost of living especially house prices Loss of Council Tax Relief Grant No industry locally

Assuming that the request for funding for the Neighbourhood Plan (£15,000) and Air Ambulance (circa £3,000) are funded from the Paige Adams Trust, there is a budget of £46,000 in the 16/17 year budget.

TOURISM

Following the allocation of this money the Tourism Working Group has met and the proposal for progressing this year is as follows:

Current agreed Tourism Budget in 2017/18	£20,700
SUB TOTAL	£20,700
Increase in the Destination Managers hours from 15 to 17.5 hours a week 1st April - End of August 2017 and then 20 hours a week September 2017 - End of March 2018.	3100
Visitor Information Officer for 7 months, £10 an hour, 25 hours a week. Include estimated on costs (pension and NI) and holiday pay entitlement (to be taken out of season and the end of the contract)	10200
IT equipment for new role	500
Additional Webhosting and updates at £200 a month	2400
Thank you event for advertisers/marketing for next year	500
SUB TOTAL – requested amount from the Community Projects Fund	£16700
TOTAL Tourism investment	£37,400

A key part of this proposal is that the new role would be working closely with the Destination Manager and supporting the longer term vision, as well as providing a face to face contact for enquiries.

Considerations:

1. Location of post needs to be considered. Lone working, sickness/absence cover and management issues can occur with a remote site.
2. Recruitment timetable is tight. A location needs to be agreed, Personnel would need to agree the job description, advert and terms and conditions before we can go out to advert.
3. A review in August 2017 was considered key to see the impact of the proposed post and whether more resources were required.
4. Any commitment made to funding Visitor Information Services must be an ongoing commitment year on year – the negative impact of the TIC closure means that any investment back into services must be a permanent one to protect the Town Council, and the community, from a repeat of this.



Following the Priority setting workshop where Arts and links with youth provision was considered a priority, the mayor has called for her year in office to be 'Dedicated' to the arts – in all their forms- in the town. We are very fortunate to have a number of partner organisations investing at this point and it seems entirely appropriate to respond with a meaningful initiative.

Towards this end the Town council took the decision to appoint an arts officer to pursue funding for a major initiative for the town – but also to conduct a review of the arts in the town, as they are. Our appointee Dr. Tiffany Strawson has conducted a series of consultations with over 100 respondents, active in the arts. Her draft Cultural Plan document is attached as Appendix A to this document.

During the public consultation workshops and meetings, the following 'gaps' in terms of Arts, Culture and Heritage have been clearly established:

- A lack of joined up thinking, network, support, co-ordination both for artists, the beneficiaries of their activities and between organisations.
- A lack of provision for 'hard to reach groups' and those not participating in cultural activity.
- A lack of engagement and activity for young people.
- A need to include the peripheral communities of Follaton village and especially Bridgetown.

Format Cultural Plan into a PDF document	£600
Hosting on website 'Visit Totnes', ie, publishing and making public	£250
Continue to fund the Arts Officer to continue the programme of works identified in the plan and to facilitate partnership working with the Destination Manager on marketing Totnes. 6 month contract, £15 an hour, 10 hours a week on a freelance basis, from 1st April 2017	£4,000
Budget/ Materials for Public Meetings (to include guest speakers and facilitators)	£500
Creation of an Arts, Culture, Heritage Website (based on www.plymouthculture.co.uk)	£2750
<u>Funding local cultural initiatives -</u> Two small funding pots available along with practical resources and help from the Arts Officer, made available on application to organisations that are creating 'cultural activity' within Totnes. In return, TTC gets their logo all over their publicity. (Carnival? Sea Change? For example?). (This would have far greater 'impact' than smaller funds and would I believe be excellent PR and create very positive publicity.)	£1000
<u>Arts in Education Training</u> This course is based on the Community Practices Course at Dartington College of Arts. It trains a core group of up to 20 emergent artists, or those established in the field but wishing to expand in community work, the skills of workshop leading, fund-raising, writing proposals, setting up a company and organises at a cost of £55 for the whole course, a DBS certificate plus a useful list of support networks. The course collaborates with the seven feeder primary schools plus Park, Totnes Progressive and Steiner School providing the opportunity to deliver workshops in school providing both experience, promotion and publicity for the trainee (and their developing website) and reward for the school children.	£1700

A Project in collaboration with Caring Town Totnes Designed for professional community artists, this project sees up to two artists working with designated groups that have been identified by Caring Town Totnes, due to their isolation, vulnerability and/or circumstances.	£3000
SUB TOTAL – requested amount from the Community Projects Fund	£13800

A key part of this proposal is that links must be made with the Destination Manager/Tourism Partnership and any emerging Heritage agenda/project.

Considerations:

1. Management time needs to be considered. It is essential that time is spent by the Town Clerk with the Arts Officer to provide direction and support.
2. Location of post needs to be considered within the Town Council offices.
3. A review in August 2017 would be required to see the impact of the proposed extended post and whether more resources were required going forwards.

Investment in the Arts could have a really beneficial impact on the youth agenda and tourism/marketing plan for the Town. But we must ensure that investment/momentum is kept, either by the community taking ownership, other funding streams being investigated or staff time/resources being budgeted for into future financial years.

HERITAGE

The Museum Trust has requested a grant of money as follows:

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.	£4500
Upgrading the IT system in the Museum-including the financial, visitor administrative software	£1300
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.	£4200
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.	£1300
SUB TOTAL – requested amount from the Community Projects Fund	£11,300

A museum working group met and discussed the grant proposal on 27th January 2017 and came up with the following recommendations.

Recommended to Full Council on 6th February 2017:

1. *The original funding request of £11,300 should be declined. However £2,000 should be granted to Museum Trust to support preparations for Easter opening, further financial support to be negotiated for partnership working up to a maximum of £10,000 (which should be budgeted for in the 17/18 financial year), subject to further discussions and by agreement of TTC.*
2. *In relation to the relocation of the Image Bank:*
 - a. *That the Museum should reconsider facilitating workspace as well as exhibition space for the Image Bank. Options such as a temporary building to the rear being replaced with suitable accommodation for workspace should be investigated.*
 - b. *That Birdwood House is not a possible new location for the Image Bank at this time due to the improvements required to the whole building and the existing bookings needing use of the space.*
 - c. *That TCDS are approached in the coming months directly by the Image Bank to ask for an appropriate workspace as this is their preferred option.*

However in light of the discussion on 6th February 2017 where it was agreed all three projects would be discussed together this grant proposal from the museum could form the basis for the Heritage strand of the three projects over the coming financial year.

A part of this project should include include working closely with the Destination Manager and supporting the longer term vision, as well as providing a face to face contact for enquiries.

Considerations:

1. The Town Council already has a commitment as landlord to maintain and repair the Museum building – estimated at £12,000 in the coming year.
2. We need to be clear on what basis funds are being given and how much control the Town Council retains – for example the funds being requested by the museum are requested as a grant – but the amount is outside of our policies and is a significant figure. If however, we agree to fund up to the proposed figures above I would suggest we call it the Heritage project and work in partnership with the Museum Trust moving forward rather than handing over the funds as a lump sum.
3. A competitive tender process should be considered for any consultancy/IT works on the Museum to ensure the Town Council are releasing monies in a financially responsible way. This will have an impact on Town Council staff time/capacity
4. Formalising the link between any Heritage role/museum employee and the Town Council Guildhall Supervisor, proposed Arts Officer and Tourism Partnership/marketing plan for Totnes should be considered by the museum trust as an integral part of their future plans.
5. A review in September 2017 would be required to check progress and keep Councillors informed of how funds are being spent, and to start planning for any requests for funding from the 2018/19 budget.

CONCLUSION

It is possible to fund all three proposals in the coming year as shown in the graph below.

It is my view that the small surplus figure should be kept aside for any additional staffing costs required for additional TC Staff hours associated with engaging and facilitating these projects over the coming year, and to assist with the proposed community engagement/participatory budgeting agenda that has been recently discussed. Personnel Committee should be asked to keep an overview of staff time and whether these additional work streams are manageable.

