

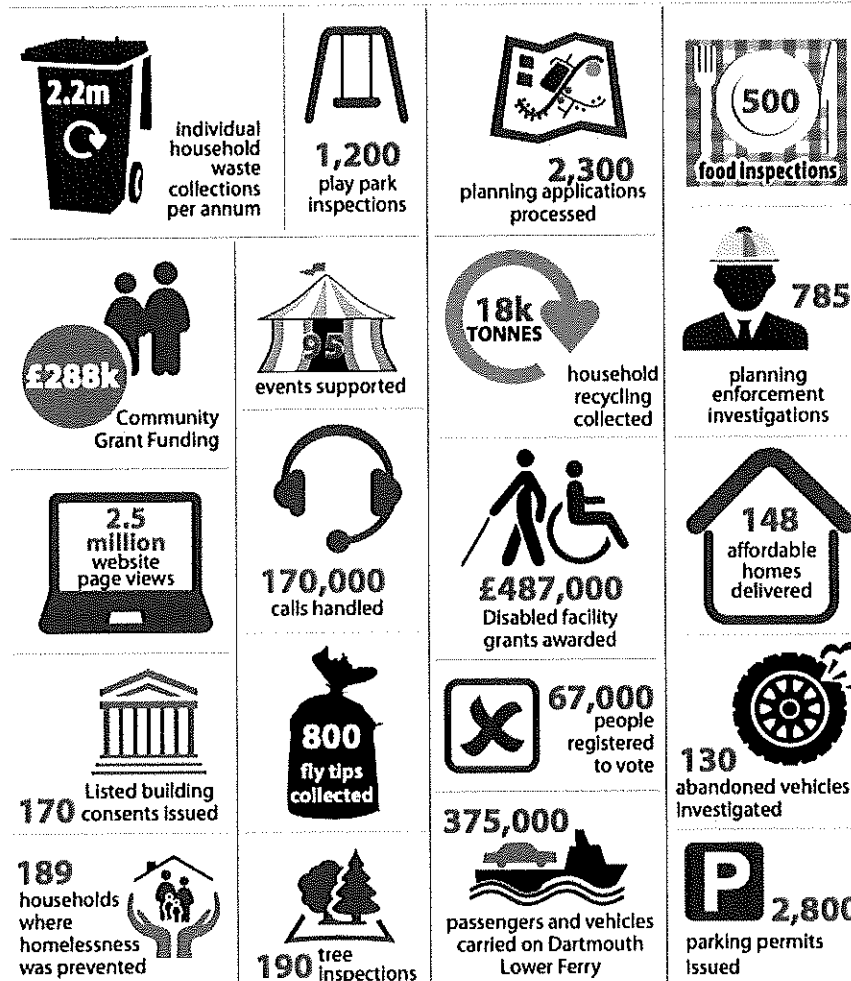
## District Councillor's Monthly Report April 2017

John Green, SHDC Councillor for Totnes

### Key message

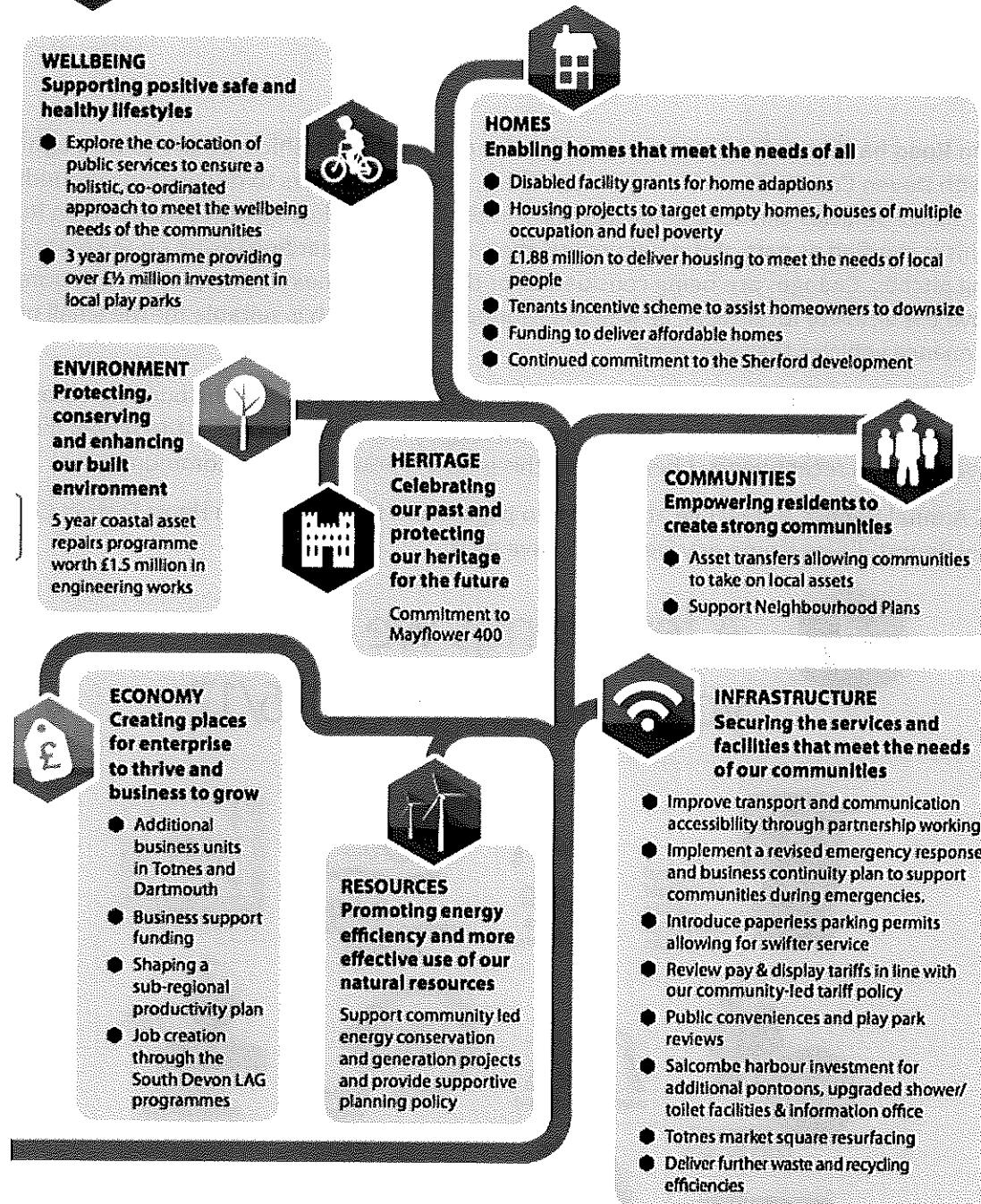
- **Station Road has been dismissed as an option for maintenance vehicle access to Borough Park.** I met with Devon County Council's highways officer, SHDC and others to discuss how grounds maintenance vehicles will access Borough Park in the future, following requests from the Rugby Club that this is clarified as part of the discussions they are having regarding taking on the lease of the playing pitches. Changes are being considered for the entrance next to the play park in order to improve the visibility for drivers, as well as ensuring that the path is suitable for the small number of maintenance vehicles that will use it.
- **KEVICCs is in need of investment.** I am sure that you are already aware, the building infrastructure at KEVICCs requires significant investment. I'd encourage all Councillors to visit the school if they have not had a tour in recent years. I believe that this is now a priority for the community.
- **SHDC Annual Report.** Below I've attached two pages from the draft South Hams District Council Annual Report. I'd welcome any views you have on it.

## 4 A few things we spent your money on 2016/17

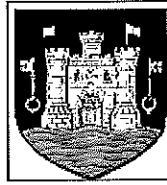


# 8

# 2017/18 Actions



- **Chicken Run.** Some residents whose houses back on to the Chicken Run have asked for some work to be done to allow additional sunlight in their gardens. It has been suggested that *“some very sensitive cutting back is undertaken in a few places, providing that it does not have a significant impact upon the Chicken Run itself”*. The suggestion is that SHDC will wait until July when the nesting season is over and foliage is at its most dense so that they can *“gauge how best to reduce/thin trees that are overhanging the gardens to give most light into the properties without being significantly noticeable from the Chicken Run.”* Going forward, there is a question as to what degree the area is considered to be wooded parkland or a wildlife habitat, which will have an impact upon how it is managed. Bridgetown Alive! have requested SHDC ensure that nettles along the Chicken Run be treated to allow the wildflowers greater opportunity to thrive.



**MINUTES OF THE MEETING OF TOTNES TOWN COUNCIL**  
**MONDAY 3<sup>rd</sup> APRIL 2017 AT THE GUILDHALL TOTNES**

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

Apologies: Councillors Elliot-Smith and Barker

In Attendance: Catherine Marlton (Town Clerk), Peter Bethel (Town Sergeant), District Councillor Green, District Councillor Birch, 1 member of the press and 7 members of the public.

No	Subject	Comments
1	To receive apologies.	It was <b>RESOLVED</b> 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><b>Public Question Time:</b> 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><u>Reports from County and District Councillors</u>  <i>The Council will convene.</i></p>	<p>A member of the public raised that the indoor market was very important to the Town and should not be disrupted for other bookings in the Civic Hall.</p> <p>A member of the public fed back that tourists are struggling with the signage in the town. The Town Clerk agreed to pass this to the Destination Manager for discussion.</p> <p>Cllr Green explained that there is a consultation going on regarding Borough Park access issues. Cllr Whitty asked that residents be included in discussions on Borough Park and Cllr Hodgson, Whitty and Green agreed to facilitate this.</p> <p>Cllr Birch explained that there is a Development Management Committee meeting on 12<sup>th</sup> April, regarding the development on Station Road on a private car park which he felt was a loss of amenity to the town.</p> <p>Cllr Vint reported that the Littlehempston Cycle Path has been supported in principle as the preferred route. Support in principle from DCC has also been given to the rainbow crossing. Cllr Vint explained he has a pothole action fund of £32,599 which will be focused on Moat Hill, and Westonfields/Higher Westonfields.</p> <p>Cllr Hodgson asked Cllr Vint to investigate the reallocation of the Civic Square bike racks.</p> <p>Cllr Paine raised concerns regarding the safety of the rainbow crossing. Cllr Vint assured him that a lot of technical work was still required surrounding the safety before any works started.</p>

4	<p>To approve and sign the Minutes of the following Meetings :</p> <ul style="list-style-type: none"> <li>a. Full Council 9<sup>th</sup> January 2017</li> <li>b. Full Council 6<sup>th</sup> March 2017</li> <li>c. Personnel Committee – CONFIDENTIAL 7<sup>th</sup> March 2017</li> <li>d. People Committee 9<sup>th</sup> March 2017</li> <li>e. Planning and Place Committee 16<sup>th</sup> March 2017</li> <li>f. Operations Committee – partly CONFIDENTIAL 27<sup>th</sup> March 2017</li> <li>g. Full Council - CONFIDENTIAL 27<sup>th</sup> March 2017</li> </ul>	<p>It was <b>RESOLVED</b> to approve and sign the minutes of all the meetings.</p>
5	<p>To consider any matters arising from the Minutes and to approve any recommendations from Committees.</p> <p><b>Please note that any matters arising or recommendations from CONFIDENTIAL minutes will need to be discussed without press or public present</b></p> <p>a. To consider adopting a policy regarding Mayoral/Civic expenditure and a draft statement from the Chair of Operations Committee</p>	<ul style="list-style-type: none"> <li>• Full Council 9<sup>th</sup> January 2017 <ul style="list-style-type: none"> <li>○ No matters arising.</li> </ul> </li> <li>• Full Council 6<sup>th</sup> March 2017 <ul style="list-style-type: none"> <li>○ No matters arising.</li> </ul> </li> <li>• Personnel Committee – CONFIDENTIAL 7<sup>th</sup> March 2017 <ul style="list-style-type: none"> <li>○ It was <b>RESOLVED</b> to agree the actions outlined in the confidential minutes.</li> </ul> </li> <li>• People Committee 9<sup>th</sup> March 2017 <ul style="list-style-type: none"> <li>○ Under Item 3 it was agreed more information was needed before any commitment should be made to on-going responsibility. Cllr Whitty withdrew the recommendation and explained it would go through People Committee for further clarification.</li> </ul> </li> <li>• Planning and Place Committee 16<sup>th</sup> March 2017 <ul style="list-style-type: none"> <li>○ Under Item 7 it was <b>RESOLVED</b> that the Civic Hall be listed as an emergency shelter for severe weather.</li> </ul> </li> <li>• Operations Committee – partly CONFIDENTIAL 27<sup>th</sup> March 2017 <ul style="list-style-type: none"> <li>○ Under Item 6 it was <b>RESOLVED</b> to ratify use of the debit card.</li> <li>○ It was <b>RESOLVED</b> to agree the actions outlined in the confidential minutes.</li> </ul> </li> <li>• Full Council - CONFIDENTIAL 27<sup>th</sup> March 2017 <ul style="list-style-type: none"> <li>○ It was <b>RESOLVED</b> to agree the actions outlined in the confidential minutes.</li> </ul> </li> </ul> <p>Cllr Hodgson read out a statement.</p> <p>The Clerk was asked to slightly reword the Operations Committee statement before sending it to the local press.</p> <p>It was <b>RESOLVED</b> to adopt the Mayoral expenditure Policy</p>

6	To receive a nomination for the Deputy Mayor from May 2017.	Councillor R Adams nominated Cllr J Westacott as her Deputy Mayor.
7	To elect councillors to Committees and Link Councillors positions from May 2017.	<p><b>Operations Committee</b>  Cllr M Adams (Chair)  Cllr R Adams  Cllr J Westacott  Cllr E Cohen  Cllr M Barker  Cllr J Sweett  Cllr P Paine</p> <p><b>Planning and Place Committee</b>  Cllr R Hendriksen (Chair)  Cllr P Paine  Cllr J Hodgson  Cllr R Vint  Cllr N Hart-Williams</p> <p><b>People Committee</b>  Cllr A Simms (Chair)  Cllr J Sweett  Cllr K Sermon  Cllr M Elliot-Smith  Cllr T Whitty  Cllr N Hart-Williams  Cllr B Piper</p> <p>The <b>Personnel Committee</b> election will be re-run at the May Full Council due to amendment in Standing Orders.</p> <p>The Link Councillors allocations will be collated and circulated by email.</p>
8	To consider funding repairs to St Mary's Church Town Clock.	It was <b>RESOLVED</b> that although costly the Town Council must cover the clock repairs.
9	To consider re-siting the bench outside the Town Mill	It was <b>RESOLVED</b> that the bench should not be relocated and the anti-social behaviour tackled by other means.
10	To note the February 2017 Tourism Marketing Report	Noted.
11	To note the Tourism Partnership Minutes from 7 <sup>th</sup> March 2017	Noted.
12	To consider Working Group dates and confirm Councillor membership on the following Working Groups: A: Tourism Working Group – Wednesday 26 <sup>th</sup> April 2017 at 11.00am B: Cultural Working Group – Monday 24 <sup>th</sup> April at 8.00pm C: Heritage Working Group - TBC	The dates were agreed.
13	To note The Devon Historic Market and Coastal Towns Survey 2017 and South Hams	Noted.

	& West Devon Retail Study Report.	
	<i>The Council will be asked to <b>RESOLVE</b> to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>	
14	To discuss and matters arising or recommendations from CONFIDENTIAL minutes.	Not required as no matters arising needing discussion.
15	To consider moving the May Full Council to a new date.	It was agreed to hold the next Full Council meeting on Tuesday 9 <sup>th</sup> May at the earlier start time of 6pm.  A Paige Adams meeting will be held before the June Full Council meeting at 6pm.

Catherine Marlton

Town Clerk

DRAFT

**MINUTES OF THE PLANNING AND PLACE COMMITTEE  
THURSDAY 6<sup>th</sup> APRIL 2017 AT THE GUILDHALL TOTNES**

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

In Attendance: Christina Bewley (Deputy Clerk)

Apologies: Cllrs Hendriksen

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	It was <b>RESOLVED</b> 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.	None.
	<i>The Committee will convene to consider the following items:</i>	
2	To approve the minutes of the meeting of 16 <sup>th</sup> March 2017.	Agreed.
3	<p>To note or make recommendations on tree works decisions and orders:</p> <p><b>Works to Trees in a Conservation Area:</b></p> <p>3.1) 0752/17/TCA – T1: Walnut - Lateral crown reduction and thin. 1 Cistern Street, Totnes, TQ9 5SP.</p>	<p>No objections.</p> <p>Cllr Vint suggested the Council writes to major landowners to ask that they inform us about any tree felling planned as a courtesy. This was <b>AGREED</b>.</p> <p>Cllr Vint advised that work on the flood defences for the town has resulted in some tree felling already which is concerning the public. It was suggested that signage is put in relevant places and posted on social media to let the public know what is happening. This was <b>AGREED</b>.</p> <p>Cllr Vint suggested that the Council should ask the Tree Wardens to do an audit of the trees in TPO areas. Cllr Hodgson agreed to contact the Chairman of the Tree Wardens organisation to arrange this.</p>
<p align="center"><b><u>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.</u></b></p>		
4	To make recommendations on the following planning applications:	

	<p>4.1) 0740/17/FUL – Demolition of existing bungalow and garage and construction of new eco home (amendments to approval 56/2107/15/F). Winton, Higher Westonfields, Totnes, TQ9 5QZ.</p> <p>4.2) 0359/17/FUL – Replace an existing window with a door on the South East elevation. 17B Cistern Street, Totnes, TQ9 5SP.</p> <p>4.3) 0582/17/FUL &amp; 0583/17/ADV– Proposed change of use from A1 Retail to A2 Financial or Professional Services Offices. Advertisement consent for fascia, wall mounted sign and glass advertisement. Lifeline House, Station Road, Totnes, TQ9 5HW,</p> <p>4.4) 0502/17/FUL – Replacement of rotten wooden and chain link wire fencing with 2.4m high angle section galvanised steel fence and gates between Boat Storage Compound and Steamer Quay. Totnes Boating Association, Steamer Quay Road, Totnes, TQ9 5AL.</p> <p>4.5) 0573/17/FUL – Continuing use as A1 Retail, new external A/C units, installation of small oven extract to East elevation, new internal wall panelling, installation of shop floor counter and banquette seating, and associated works.</p> <p>4.6) 0857/17/HHO – Householder application for single-story side extension and conversion of garage. 36 Denys Road, Totnes, TQ9 5TL.</p>	<p>Cllr Hodgson declared an interest due to knowing the architect. No objections subject to the following being confirmed:</p> <ul style="list-style-type: none"> <li>- A privacy assessment has been done.</li> <li>- An adequate construction management plan has been done to assess any potential contamination risk during demolition, particularly in relation to asbestos in the property.</li> </ul> <p>No objections.</p> <p>It was felt that a hand painted sign and etched windows would be more in fitting with the rest of the town.</p> <p>All Cllrs present declared an interest due to the application being made by Cllr M Adams. There was a concern over the appearance of the fencing in such a visible location. It was agreed there were no objections subject to something being done to soften the look of the galvanised steel, e.g. planting of vegetation in-front of the fence.</p> <p>This was not agreed due to the potential obstruction of the passageway and the detrimental impact of an extra piece of outdoor industrial furniture on a historic alleyway. It was <b>AGREED</b> to request a site visit.</p> <p>No objections.</p>
5	To note the decision letter confirming Totnes Market Square has been designated as an Asset of Community Value.	Noted. Cllr Vint advised that the designation lasts for 5 years and highlighted the need for a reminder to resubmit the application in 4 ½ years time.
6	To note the public meeting by CPRE South Hams branch on 19 <sup>th</sup> April 2017 entitled 'How Can We Protect Our Devon Countryside?'	Noted.
7	To note the dates of the Neighbourhood Planning sessions to discuss the Joint Local Plan with SHDC.	Noted.
8	To note the date of the next meeting – <b>27<sup>th</sup> April 2017 at 4pm</b> in the Guildhall.	Agreed for <b>27<sup>th</sup> April 2017 at 2pm</b> .



ENDED 5:25PM

MAYOR

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**MINUTES OF THE PLANNING AND PLACE COMMITTEE  
THURSDAY 27<sup>th</sup> APRIL 2017 AT THE GUILDHALL TOTNES**

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

In Attendance: Sara Halliday (Administrator)

Apologies: Cllr Vint

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	It was <b>RESOLVED</b> 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.	None.
	<i>The Committee will convene to consider the following items:</i>	
2	To approve the minutes of the meeting of 6 <sup>th</sup> April 2017.	Agreed.
3	To discuss the design of SHDC's new parking tariffs in Totnes with Cathy Aubertin (Operational Manager – Environmental Services, SHDC).	Ms Aubertin explained the background to the Pay and Display car parking tariff review and the options available for Committee consideration to meet the 2% SHDC target. It was <b>AGREED</b> that Ms Aubertin would: carry out some financial modelling which the Committee could discuss with Chamber of Commerce and Tourism representatives; and would investigate the selling of a special permit to regular traders at the Friday and Saturday markets.
4	To note or make recommendations on tree works decisions and orders:  <b>Works to Trees in a Conservation Area:</b>  4.1) 1182/17/TCA – T1: Magnolia – fell. The Garden Cottage, 47 High Street, Totnes, TQ9 5NP	All councillors felt that if the magnolia is to be felled it should be replaced with a tree that will not overcome the garden with shade, such as a rowan or silver birch.
<b><u>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.</u></b>		
5	To make recommendations on the following planning applications:  5.1) 1066/17/ARM – Outline application with all matters reserved for Change of use Class A1 (Shops) to Class A3 (Food & Drink). 5a The Plains, Totnes, TQ9 5DR.	Applications available on the SHDC website – <a href="http://www.southhams.gov.uk">www.southhams.gov.uk</a>  This was not agreed due to insufficient information on the proposed final use of the premises. Details on, for example, opening hours, how many covers it will seat, will an alcohol license be applied for are required for Cllrs to make an informed decision. Concerns were raised that change of use would be a

<p>5.2) 0922/17/LBC – Listed building consent for removal of footbridge and installation of stairs to provide access to Signal Box Café. Totnes Station, Station Approach From Station, Totnes, TQ9 5JR.</p>	<p>significant loss of retail space in the town.</p> <p>No objections.</p>
<p>5.3) 0708/17/ADV – Advertisement consent for rebranding of external sign work. Morrisons, Coronation Road, Totnes, TQ9 5GN.</p>	<p>No objections.</p>
<p>5.4) 0972/17/ADV - Advertisement consent for rebranding of external sign work. Morrison’s Petrol Station, Station Road, Totnes, TQ9 5JG.</p>	<p>No objections.</p>
<p>5.5) 0573/17/FUL and 0574/17/LBC – Readvertisement: Listed building consent for installation of new external A/C units, installation of small oven extractor to East elevation, new internal wall panelling, and associated shopfitting works. 44 Fore Street, Totnes, TQ9 5RP.</p>	<p>This was not agreed. No satisfactory alternative, such as routing the A/C units through the roof, has been submitted to address Committee concerns about the potential obstruction and visual impact on the historic alleyway. There were also concerns that a noise impact assessment has still not been provided.</p>
<p>5.6) 1027/17/FUL and 1028/17/LBC – Listed building consent for installation of 2 No A/C units. 28 Fore Street, Totnes, TQ9 5DX.</p>	<p>This was not agreed on conservation grounds for the visual impact on a listed building and the potential obstruction of a historic alleyway.</p>
<p>5.7) 1071/17/ARC – Application for approval of details reserved by condition 3 of granted planning application 3282/16/FUL: River Dart (Railway Crossing North end) to Baltic Wharf (South end).</p>	<p>No objections.</p>
<p>5.8) 1013/17/ARC – Approval of details reserved by condition number 3 of planning consent 3293/16/LBC. Apple Wharf, The Plains, Totnes TQ9 5QL.</p>	<p>No objections.</p>
<p>5.9) 1014/17/ARC – Approval of details reserved by condition number 3 of planning consent 3281/16/LBC. The Malthouse, New Walk, Totnes, TQ9 5YY.</p>	<p>No objections.</p>
<p>5.10) 1163/17/LBC – Listed building consent for rebuilding and reprofiling of the existing boundary wall of the Chapel to aid in providing a passive flood defence on the Ashford Slipway, adjacent to the footings of The Chapel. The Chapel, The Plains, Totnes, TQ9 5DW.</p>	<p>No objections.</p>
<p>5.11) 1159/17/LBC – Listed building consent for the installation of exterior Individual Property protection (IPP) to three doors at the rear of the building, and one on the east elevation of the building. Seymour Court, Bridgetown, Totnes, TQ9 5AA.</p>	<p>No objections.</p>
<p>5.12) 1062/17/FUL - Creation of a new dwelling from the ancillary spaces on the ground floor beneath an</p>	<p>No objections.</p>

	<p>existing first floor apartment. 5A South Street, Totnes, TQ9 5DZ.</p> <p>5.13) 0956/17/CLE – Lawful Development Certificate for existing use as a separate dwellinghouse (Class C3). Mount Studio Totnes, Down Hill, Totnes, TQ9 5ES.</p> <p>5.14) 0986/17/HHO – Householder application to convert part of a garage into a studio space with a slide door, and bi-fold type patio doors on the rear elevation. 16 Little Batten Road, Totnes. TQ9 5GQ.</p> <p>5.15) 1124/17/NMM - Non-material minor amendment to planning consent 56/0586/13/F – change of garage to Studio Annex at Plot 31. Plot 31, Follaton Oak, Plymouth Road, Totnes.</p> <p>5.16) 1114/17/NMM – Application for non-material minor amendments following grant on permission 56/1792/15/RM to change from bi-fold doors to French doors on housetypes 34, 403, 405, D and P. Development Site at Sx 8102 5980 Weston Lane, Totnes.</p>	<p>Cllr Hodgson declared an interest due to possibly knowing the applicant. This was not agreed due to insufficient information - more detailed plans are required.</p> <p>No objections.</p> <p>This was not agreed due to insufficient information.</p> <p>No objections.</p>
6	To note the draft Order Section 247 for the proposed stopping up of Highway at 5A The Plains, Totnes TQ9 5DR.	Noted.
7	To note the minutes of the Totnes and District Traffic and Transport Forum meeting on 8 <sup>th</sup> March 2017 and the Agenda for the meeting on 12 <sup>th</sup> April 2017.	Noted. Cllrs discussed the future use of the car park on Station Road near the former Budgens store. It was <b>AGREED</b> to try and determine ownership in order to approach the owners with potential options.
8	To consider the Footpath Diversion Order informal consultation – Dartington Footpath 19, Puddavine, Totnes.	Noted.
9	To discuss the Revised Settlement Boundaries.	<p>All Cllrs agreed that circulating the document for comment without giving a clear deadline for responses was unhelpful. Concerns were raised about the methodology and assumptions used in drawing these boundaries, and that more information is required for TTC to give an informed view.</p> <p>It was <b>AGREED</b> that: additional time is required to take this issue to Full Council; SHDC would be requested to explain the background to this review to Cllrs prior to the next Full Council; and that the views of Dartington and Berry Pomeroy Parish Councils would be sought.</p>
10	To note the date of the next meeting – TBC in the Guildhall.	

ENDED 3:35PM

CHAIR

**MINUTES OF THE PEOPLE COMMITTEE**  
**THURSDAY 13<sup>th</sup> APRIL 2017 AT THE GUILDHALL OFFICES TOTNES**

**Present:** Cllr T Whitty (Chair), Cllr J Sweett, Cllr K Sermon, Cllr R Vint, Cllr R Hendriksen, Cllr A Simms

**In Attendance:** Christina Bewley (Deputy Clerk), Cllr M Barker and Press

**Apologies:** Cllr M Elliot-Smith

**Not present:** Cllr B Piper

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council	The apologies from Cllr M Elliot-Smith were accepted and noted.
<i>The Committee will adjourn for the following item:</i>		
	Public Engagement: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.	None.
<i>The Committee will reconvene to consider the following items:</i>		
2	To deal with any matters arising from 9 <sup>th</sup> March 2017.	<p>Minutes agreed.</p> <p>Item 7 – this still needs to go to Full Council. Cllr Whitty feels the Policy needs reviewing. Issues about lighting in the event of a power cut and the need for more keyholders were discussed. It was <b>AGREED</b> that the Policy would be reviewed at the next meeting.</p> <p>Item 9 – various sites around the town have been effected by graffiti. Quick action is needed to cover it up. It was <b>AGREED</b> that the PCSO should be notified, and funding for removing it should be investigated.</p>
3	To inform the Council of the ongoing costs and make a recommendation to the Full Council regarding the Defibrillator and the Community training.	<p>No enclosure provided.</p> <p>The on-going costs were discussed and it was accepted that they are necessary.</p> <p>It was agreed to <b>RECOMMEND</b> to Full Council that the £375 training option is approved.</p>
4	NP and OSSR&WB Policy review – Allotments and designation of green Spaces. Note: OSSR&WB Policy is on the TTC website under the NP section.	<p>Cllr Whitty explained the paper that was provided. He explained that the OSSR&amp;WB Policy needs to be reviewed as it will be incorporated into the Final Neighbourhood Plan document.</p> <p>It was felt that items in the Policy need to be prioritized.</p> <p>Cllr Whitty advised that he is going to update the document to add in new open space areas being created by new developments, and each section will then need to be reviewed prior to pre-consultation.</p>
5	Update on the siting of the Devon Air Ambulance within the Town and the implications for the Town Council.	Following a meeting with Peter Bethel it appears there is no urgency with this as there are surveys that need to be done before it can be progressed. The surveyors' reports will take several months. Borough Park seems to be the best option at the moment. There are greater constraints on the Elmfirst field site.

6	To note funding cuts to KEVICC and local Schools and the implications for the schools	Cllr Vint read out the funding cuts for each school. He advised that he had been contacted by Governors of some of the schools suggesting the Town Council's writes to the Government to object over the funding cuts. It was agreed to <b>RECOMMEND</b> to Full Council that work is carried out with the schools to agree a joint response to send to the Government.
7	Update on 18 <sup>th</sup> Birthday cards to young people within the town and to consider the proposal to offer the Guildhall for the politics students to hold debates sponsored by the TC.	Cllr Vint advised that SHDC can provide electoral roll access. It was <b>AGREED</b> that Cllr Sweett would continue with investigating how the process could undertaken. The use of the Guildhall by students for political debates was discussed and it was <b>AGREED</b> that ways of promoting this should be investigated.
8	To consider Participatory Budgeting	Cllr Whitty explained the document that was provided. It was <b>AGREED</b> that Cllr Whitty in conjunction with the Town Clerk prepares an initial flow diagram document for the Full Council meeting to propose for presentation at the Annual Town meeting.
9	To consider a Community Engagement Plan	To be carried forward to the next meeting.
10	To consider the input of the Link Councillors whose relevant responsibilities would come under the remit of the committee?	To be carried forward to the next meeting.
11	To consider a Town Charter.	Cllr Piper was not present to give any further information on this issue. Cllr Whitty advised that there is some overlap with the Neighbourhood Plan which is why it has not been progressed previously.
12	To note the South Devon and Torbay Clinical Commissioning Group Stakeholder Briefing No 23 – 7 March 2017.	Noted.
13	The committee will adjourn to visit the Caring Town Information Exchange in the Mansion	Committee adjourned. Cllrs Simms, Vint and Whitty visited the Caring Town Information Exchange in the Mansion with apologies from Cllrs Hendrickson, Sermon and Sweet. They met the co-ordinator Fiona Ward who explained and answered questions about the exchange and its functions. She offered an open invitation to any group of councillors who wanted to visit the exchange and discuss any aspect of it.
14	To diary the date of the next meeting.	Thursday 11 <sup>th</sup> May at 4pm.

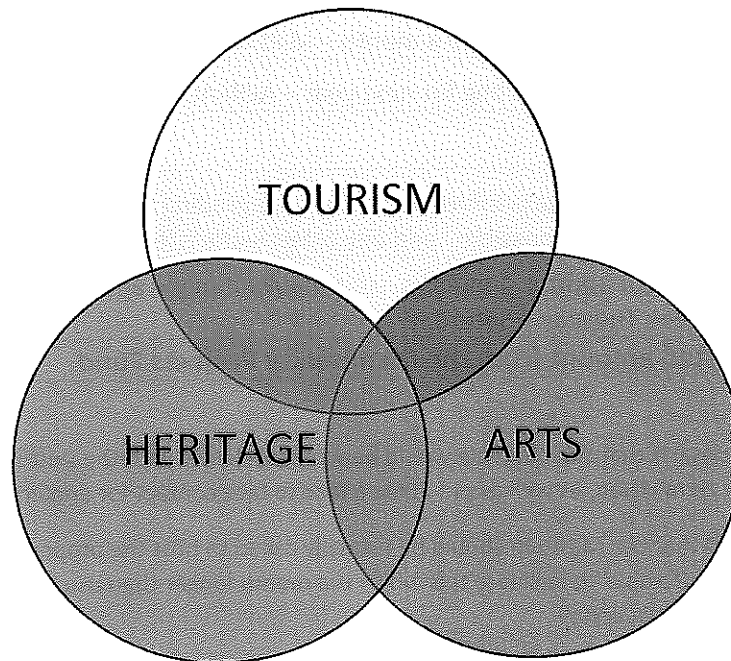
Tuesday 9<sup>th</sup> May 2017 Full Council

### Community Projects Funding allocation

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It was agreed in the 2017 budget setting process that £46,698 would be allocated to aid community projects needing funding in the coming financial year. At the March Full Council figures were earmarked in the budget as the proposals were supported in principle, but it was felt more discussion was needed before final allocation.

The three areas for consideration are:



**It is important to note that this is just for the current financial year. A participatory budgeting process will take place before the 18/19 budget is set to ask the community what their priorities are. The proposals below will not continue beyond 31<sup>st</sup> March 2018 unless they are agreed by Councillors in the budget setting process.**

## TOURISM

The Tourism Working Group met on Wednesday 26th April 2017 and agreed the following proposal for Full Council. Attendees: Cllr Hodgson (Chair), Cllr Whitty, Cllr Elliot-Smith, Cllr R Adams, Cllr Westacott, Town Clerk, Destination Manager. Apologies from Cllr Hart-Williams.

<b>Additional Tourism Funding 17/18 (£20,700 already allocated from core budget)</b>	
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. – ALREADY AGREED	3100
Additional Webhosting and updates at £200 a month – ALREADY AGREED	2400
Thank you event for advertisers/marketing for next year – ALREADY AGREED	500
IT/office equipment for new role	500
Branding and materials for Seven Stars Information Point, upgrading all town noticeboards using Visit Totnes branding, where possible, and any other leaflets/t-shirts etc. needed	1000
Visitor Information Officer for approx. 4 months, start mid/end July – end October 2017. £11.78 ph, 25 hours a week Tuesday – Saturday.	6630
<b>SUB TOTAL – requested amount from the Community Projects Fund</b>	<b>£14300</b>

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.

It was **RECOMMENDED** that the Museum should be formally asked to host the proposed role, and commit to opening until the end of October to facilitate this which is a month longer than usual. The second option if trustees do not agree is the Guildhall.

It is clear that the service will not be available if the member of staff is absent due to ill health. Holiday will be taken outside of the July – October contract.

If the service is located in the Guildhall then it will not be available on the days that weddings and other prior bookings are held.

Proposed recruitment timetable is below.

1. 9<sup>TH</sup> May Full Council – the proposal is considered. If agreed:
2. 10<sup>th</sup> May – 17<sup>th</sup> May Museum Trust meet and consider request from the Town Council for hosting the Information Officer
3. By 17<sup>th</sup> May Museum Trust respond to the Town Clerk in writing with their decision.
4. Friday 13<sup>th</sup> May Personnel Agenda goes out with draft JD and advert
5. Friday 20<sup>th</sup> May Personnel Committee held to ratify JD and job advert. Advert goes out.
6. Monday 12<sup>th</sup> June – Closing date and longlisting
7. Tuesday 13<sup>th</sup> June – Shortlisting
8. Tuesday 20<sup>th</sup> June – Interviews
9. Wednesday 21<sup>st</sup> June – Personnel Committee ratify appointment. References checked.
10. Candidate starts asap from the 1<sup>st</sup> July 2017 and finishes Saturday 28<sup>th</sup> October 2017





The Arts Working Group met on Monday 24<sup>th</sup> April 2017 and agreed the following proposal for Full Council. Attendees: Cllr Piper (Chair), Cllr Sermon, Cllr Simms, Town Clerk, Arts Officer. Apologies from Cllr Elliot-Smith and Cllr Barker.

<b>Arts proposed budget 17/18</b>	
Arts Officer April - August 10 hrs a week	<b>3225</b>
Arts Officer September - March 15 hrs a week	<b>6772.5</b>
Design work for Cultural Plan and printing of document	<b>1000</b>
End of year community based project	<b>3000</b>
Small grant pot for subsidised Civic Bookings	<b>1500</b>
<b>SUB TOTAL – requested amount from the Community Projects Fund</b>	<b>£15497.5</b>

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

1. It was **RECOMMENDED** to spend £1000 for LeftBridge to design and web-host the cultural strategy document plus and associated printing costs.
2. It was agreed to get culture embedded into the Neighbourhood Plan, just as sustainability is and for Tiffany to meet with Mary ASAP and for the cultural strategy not to be finished until this was complete.
3. It was agreed that it was important to align the strategic planning of arts and culture resources to the wider community engagement with residents and business owners on the budget priorities. This 'participatory budgeting' will take place this year.
4. It is important for the outputs from investment in arts/culture directly enrich the community and, where possible, provide benefits for heritage and tourism priorities as well. It was **RECOMMENDED** that a themed community project was needed, perhaps in the lead up to Christmas, which would involve facilitating a range of art techniques and encourage involvement right across the age range in the community. This example project would reach some of the more difficult to engage groups such as the elderly and vulnerable and young families.
5. It was **RECOMMENDED** use of the Civic Hall by community groups should be supported by the Town Council, including the option to apply for a subsidy to encourage those cultural events to take place. A small fund is suggested with an application process, to be considered case by case against benefits such an event would provide.
6. It was **RECOMMENDED** that role of the freelance Arts Officer should therefore be extended to cover the whole of this financial year with an increase in hours from September 2017 - March 2018 from 10 to 15 hours. The brief will be to seek out possible sources of grant funding for future projects, coordinate the community project such as the one suggested by the Arts Working Group, administer the Civic Hall subsidy fund (liaise with the Town Clerk on proposed process), support the Town Clerk and other officers with participatory budgeting process, partnership working with the Destination Manager on the annual programme of events, marketing and publicity of events and arts related activities etc.
7. It was agreed that the Arts Working Group meetings should continue on a monthly basis; the next one being Monday 15<sup>th</sup> May at 7pm.

## 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 – ALREADY AGREED	£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
<b>SUB TOTAL – requested amount from the Community Projects Fund</b>	<b>£11,300</b>

The Heritage Working Group met on 3<sup>rd</sup> May 2017 and came up with the following **RECOMMENDATION**:

The Council grants the portion of the request that covers wages.

The remaining balance of £6800 is split into four portions and paid in instalments over the course of this financial year.

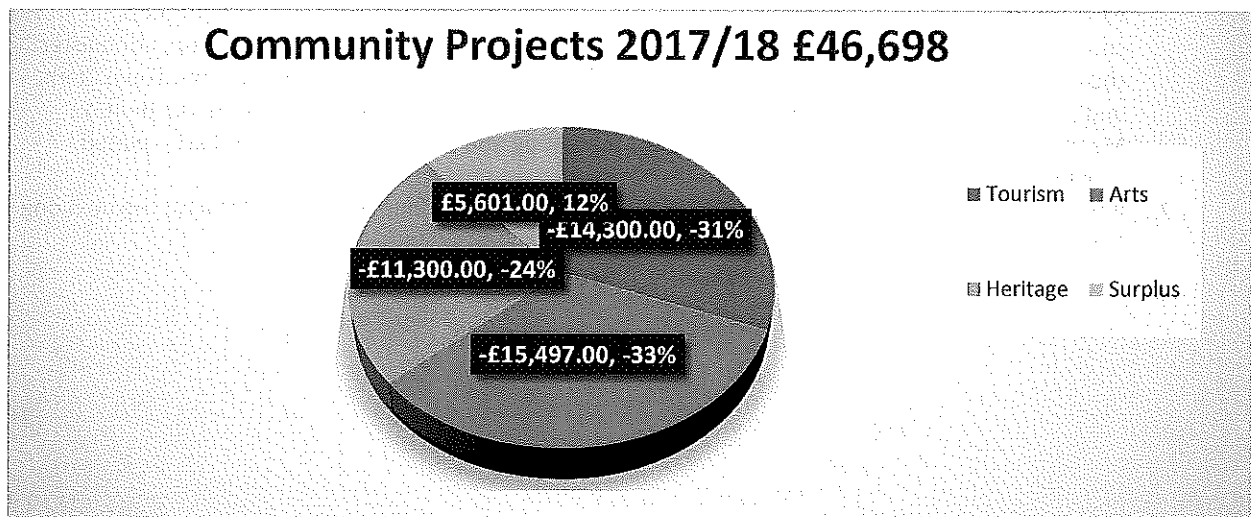
The Heritage group would in the first place be responsible for agreeing that the payment can be made, then it would go to full council.

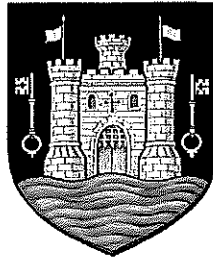
### CONCLUSION

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

The 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.





## Totnes Town Council Protocol for the Civic Budget & Mayoral Allowance

All Civic and Mayoral spending will be limited to the agreed budgets over the course of the financial year, therefore pre planning of proposed events and larger commitments is essential. All major civic events should take place within the Council's financial year ending 31<sup>st</sup> March.

During the period from 1<sup>st</sup> April to 18<sup>th</sup> May a maximum spend of an amount equivalent to 1 ½ months of the allocated Civic Budget and Mayoral Allowance Budget for the financial year is allowed and must be agreed in advance with the Town Clerk.

Any surplus at the end of the financial year will not be carried forward.

The budgets must not be in deficit at the financial year end.

### Expenditure which is allowed:

- A. The Mayoral Allowance budget is to defray reasonable costs in order that the office holder is not out of pocket for fulfilling the role of Mayor. The Mayor can claim an amount equivalent to the annual Councillor Allowance as a lump sum at the end of the financial year from this budget.
- B. Funding for all the formal and informal Civic events and costs associated with the role of the Mayor during the Mayoral year.

These may include:

- ❖ Mayor Choosing and reception
- ❖ The Civic Service
- ❖ Remembrance Sunday (in conjunction with the British Legion)
- ❖ The Civic Event (Community fundraising event)
- ❖ Events where the Mayor is usually accompanied by the Town Sergeant, such as Totnes Carnival, the annual Orange Race, the opening of the Elizabethan Market.

**PLEASE NOTE - Civic Funerals (as and when required) and refreshments at a wake for Honorary Citizens will be funded from the general reserve up to a value of £1,000. Mayors and previous Mayors are entitled to a Civic Funeral that is hosted in the Guildhall but only the venue hire and staff attendance is covered.**

- C. Civic events supported by the Council involving, but not necessarily arranged by, the Mayor, or agreed Councillors. This expenditure must be agreed in advance by the Mayor.

These may include

- ❖ hosting the Mayor of Vire
- ❖ receptions for Civic visitors
- ❖ hosting small award ceremonies
- ❖ hosting meetings of community groups
- ❖ activities related to the Town Council but not necessarily organised by the Mayor.

- D. The costs of any events held or attended by the Mayor or Deputy Mayor or Councillors deputising in their place in the course of his/her duties in the Mayoral Year.

These may include

- ❖ Christmas reception
- ❖ specific refreshments etc. when organising events at the Guildhall during the year.
- ❖ the incidental costs of attending community and charitable events e.g. purchase of tickets for both the event and raffles
- ❖ charity functions, and to cover any costs when attending functions e.g. the purchase of raffle tickets, collections, etc.

- E. Supporting the Mayor in raising money toward his/her chosen charity.

These may include

- ❖ providing facilities paid for by the Civic Budget in raising funds for the chosen charity e.g. reception in the Guildhall, hire of the Civic Hall, etc.

**PLEASE NOTE: All use of the Civic Hall must be paid for in full from the Civic Budget to the Paige Adams account. No free use can be granted by the Mayor.**

Expenditure which is not allowed :

The Civic budget must not be used to pay for

- ❖ gifts of monies or goods (including flowers) other than to charities. NOTE: Any requests for contributions to groups and charities outside of fundraising must be considered by Paige Adams through the grants process.
- ❖ parking fines
- ❖ social events internal to the Council unless agreed by the Mayor or Deputy Mayor.
- ❖ items normally covered by the Mayoral and Councillor Allowance e.g. costs associated with the use of home as office, personal telephone bills, etc.
- ❖ printing fliers/leaflets/posters etc. other than for civic events covered in B. above.

**PLEASE NOTE: The policy will allow an exception for flowers for incoming and outgoing Mayors and their consorts plus retiring Councillors to the value of £25 per bouquet**

Reporting and monitoring procedures:

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

- All amounts submitted for reimbursement from the Town Council will be signed off and paid according to the Town Council financial regulations.
- Amounts of £500 and over need to be agreed by The Operations Committee in advance of agreement. Details of the proposed expenditure will need to be submitted, to ensure contributions and events are in line with Civic function and the Town Council priorities. If agreed it can then be submitted for reimbursement/payment to the Town Council Finance Officer.

Once 85% spend of the budget is reached the Operations Committee must be informed and any future spend must be agreed in advance with the Town Clerk.

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

March 2017, revised May 2017

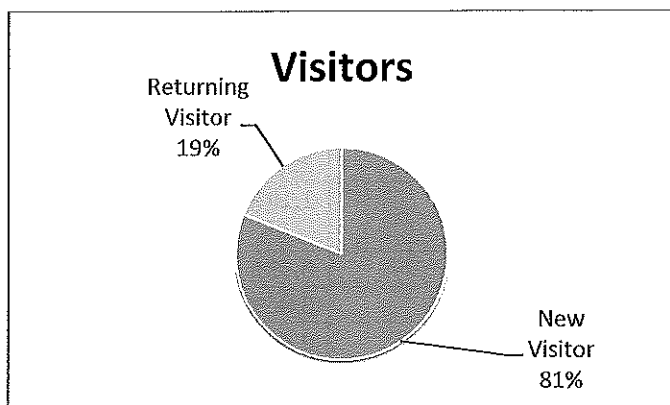
# visit TOTNES

Marketing Report – March 2017

Samantha Branch, Destination Manager

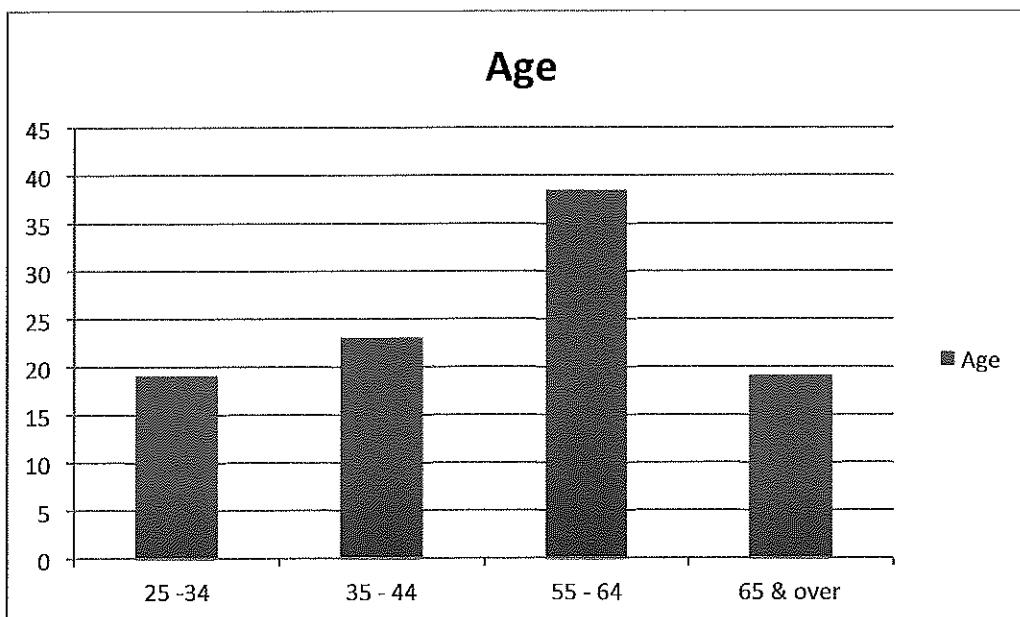
## Website Stats

	February		March	
Data	Figures	Incr./Decr.	Figures	Goals?
Sessions (Users)	2,429	64%	3,976	Good figures
Users (Unique)	1,975	67%	3,303	As above
Pageviews	10,853	57%	16,999	As above
Average session duration	03:10		02:55	Still good duration

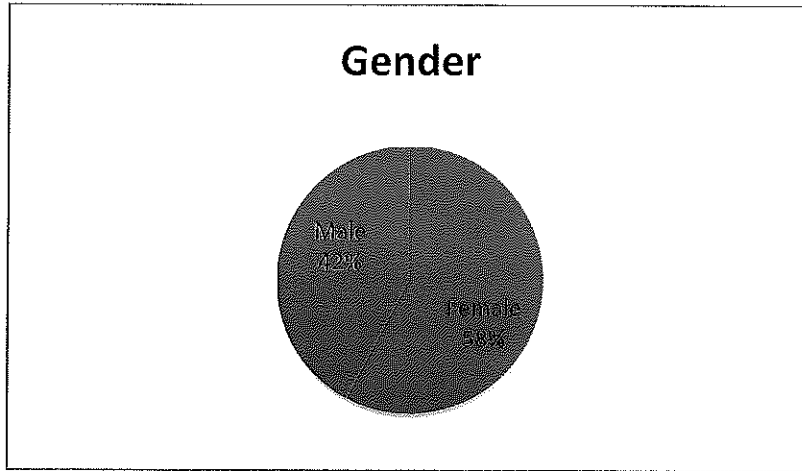


The percentage of new visitors to the site is really high which is very good

## Demographics – Overview



*Gender*



*Demographics – Language*

Language / Country	February		March	
	Sessions	Percentage sessions	Sessions	Percentage sessions
English - GB	1,597	65.75%	2,672	67.20%
English - USA	632	26.02%	995	25.03%
German - Germany	37	1.52%	47	1.18%
German	23	0.95%	37	0.93%
French	20	0.82%	34	0.86%
Spanish – Spain	12	0.49%	24	0.60%
Spanish	11	0.45%	24	0.60%
Japanese – Japan	11	0.45%		0.60%
French – France	8	0.33%		
English - Australia	7	0.29%		
Korea – Korean			14	0.35%
Italian – Italy			12	0.30%

*Demographics – Country*

Country	March	
	Sessions	Percentage
UK	3,533	88.86%
USA	73	1.84%
Germany	67	1.69%
Spain	50	1.26%
France	40	1.01%
Australia	22	0.55%
South Korea	19	0.48%
Canada	15	0.38%
Italy	14	0.35%
Switzerland	13	0.33%

City	February		March	
	Sessions	Percentage sessions	Sessions	Percentage sessions
London	466	19.18%	752	18.91%
Exeter	164	6.75%	227	5.71%
Torquay	125	5.15%	168	4.23%
Plymouth	120	4.94%	236	5.94%
unknown	75	3.09%	137	3.45%
Bristol	59	2.43%	101	2.54%
Falmouth	37	1.52%	73	1.84%
Newton Abbot	37	1.52%	53	1.33%
Birmingham	32	1.32%	46	1.16%
Taunton	29	1.19%	42	1.06%

The overall goal in the cities will be to increase usage outside of the local area as there is currently more interest from South Devon presumably for day trips / local visits.

#### Website Advertising

Despite personally visiting 50 businesses now and handing out the letter of introduction, information about the new website and advertising packages I've still only sold to Great Court Farm and The Bowen Gallery. Beaumont & Brown expressed an interest in the 3 month package but haven't since confirmed and there has been no further interest from Roly's Fudge. The Barrel House is still interested and the TTT Film Festival has asked about advertising in the next year's guide.

I think it would be good to offer a discounted rate of £100 + VAT for the rest of the year for all businesses to try and entice more to join on – it can be a spring sale based on the fact that they're only getting 8 months and then we can try to encourage them to either take out a whole year from Jan 2018 or even better, advertise in the guide as well.

#### Social Media Stats

All of the accounts are still increasing organically although the rate of growth has started to slow down slightly. Instagram is still growing the most and then Twitter, which is the same as Jan-Feb. We can consider paying to boost the page or individual posts to try and increase the number of followers this way as well.

PAGE LIKES	January	%incr.	February	%incr.	March
Instagram	76	80	137	34	183
Facebook	199	20	240	17.5	282
Twitter	129	45	187	33	248

I've also had 200 window vinyls produced to promote both the website and the social media channels – I'm asking local businesses and advertisers to display them in their windows:

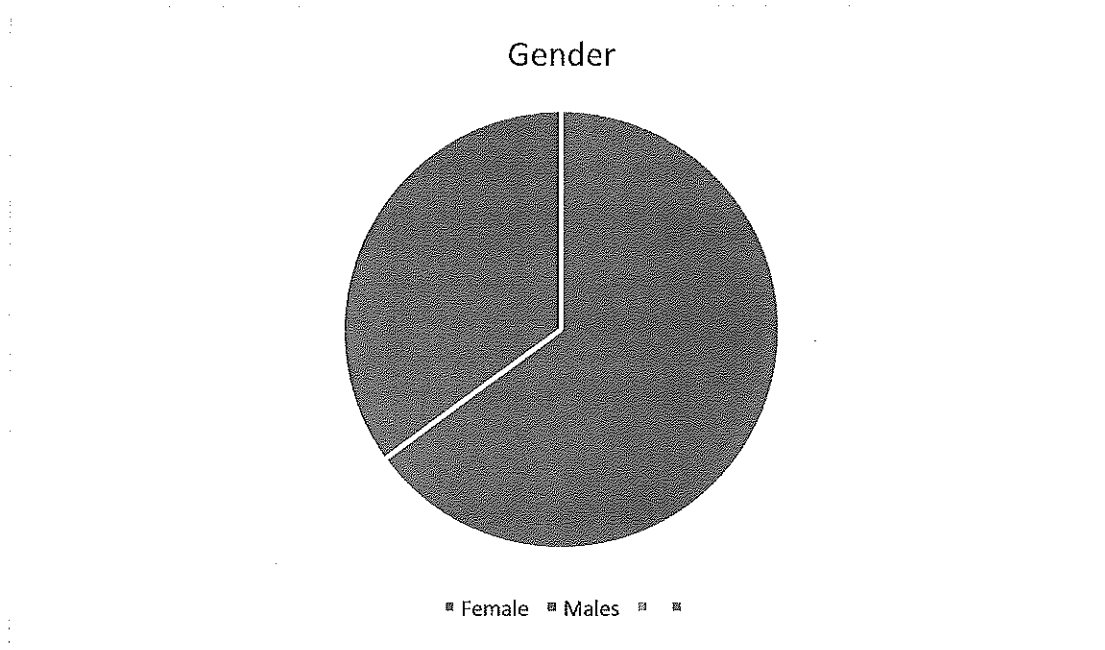


*Engagement and Reach – Facebook*

Reach	People reached	Post	Reactions
Overall reach for month	8,333 people		
Highest reach	1,688 people	Five of the best scenic bike rides in Devon – shared from guardian.com featuring Totnes & Sharpham	9 likes, 1 comment & 6 shares
	942 people	Let's go to Totnes – shared from Devon Life	14 likes, 6 comments & 5 shares
	837 people	Europe's first permanent rainbow crossing – shared from devonlive.com	9 likes & 5 shares
Lowest reach	37 people	International Women's Day - message	0 likes, comments & shares
	56 people	TTT Film Festival – shared from their FB page	3 likes
Total number of reactions			707 likes, 1 love



Instagram – Insights



Age range in order from most to least - (it doesn't give the percentages):

Most	25 – 34
	35 – 44
	45 – 54
	18 – 24
	55 – 64
	65 +
Least	13 – 17

Objectives based on the stats above – to boost the number of 35 – 64 year olds, however these stats are in line with the overall demographics of Instagram users.

Cities in order from most to least - (it doesn't give the percentages):

Most	Totnes
	London
	Paignton
	Torquay
Least	Kingsbridge

Objectives based on the stats above – to increase the number of followers from London and other big cities in the target areas e.g. Midlands, Bristol

## Guide Deliveries

### *National Delivery – Take One*

30,000 guides have been taken by Take One which are being delivered across the country throughout the year from January until the end of September. They are being distributed to national TICs, retail outlets and select one leaflet stands in various locations.

Month	Quantity	Remaining
January	1,423	
February	773	
March	1,455	
TOTAL	3,651	24,692

### *Local Delivery – Take One*

8,000 guides have also been taken so far by Take One to be distributed regionally across south and east Devon to big attractions, accommodation providers and any other place where we will attract the tourist day-tripper market. They will take up to 10,000 throughout the year.

Month	Quantity	Remaining	Still to collect from Guildhall
March	60	7,940	2,000

### *Local Delivery – Destination Manager*

ADDITIONAL DELIVERIES THIS MONTH		
Aish Cross House	50	50
Totnes Fashion Museum	200	200
Sharpham Estate	100	30
Stoke Gabriel Lodgings	100	100
Steamer Quay Caravanning Club	600	200
Morrisons Totnes	200	50
The Watermans Arms - Ashprington	200	200
Dartmouth Steam Railway	200	200
PREVIOUS		
Bookshop	1000	200
Dartington Shops		
Dartington Estate	1000	300
Totnes Library	200	100
Totnes Railway Station	300	100
Signal Box Café - Totnes Station	200	100
7 Stars	800	500
Dartmouth Royal Castle Hotel	200	50
Mansion	300	100
Cott Inn	50	20
Sea Trout Inn	50	20

93 High Street	50	50
Bay Horse Inn	200	200
The Forge Guest House - Mark	200	200
Waterside Bistro	100	50
Devonia	50	12
Leechwell House - Gail - collecting April & also distributing around Nottingham	200	200
Paignton TIC	100	50
Torquay TIC	100	100
Dartmouth TIC	100	50
Alchemy Cars Ltd	100	100
The Great Grubb - Genia	200	200
Steam Railway - Dick	400	200
Steam Packet Inn	200	100
1a Rowsells Lane	100	50
Whimbrels	100	50
Pig and Whistle	200	100
Hemsford Yurt Camp	100	100
China Blue	200	100
St Mary's Church	50	20
Stagecoach South West	200	100
TIMEHOUSE Museum	200	100
Totnes Museum	300	
Mome Raths	100	50
Belsford Court Cottages	100	100
Transition Town Totnes	100	50
For Totnes Guildhall	500	500
Beaumont & Brown - shop in Cotswolds	100	100
Kingsbridge TIC	200	200
English in Totnes	100	100
<b>TOTAL</b>	<b>8250</b>	<b>4332</b>

### New Blogs on the Website

We have had the following three blogs added to the website this month:

<http://www.visittotnes.co.uk/dart-totnes-bridges-bridgetown/>

<http://www.visittotnes.co.uk/local-heroes-totnes/>

<http://www.visittotnes.co.uk/river-dart-totnes-trade-town/>

### Relationship Building

I've met with Katie, Marketing Manager from Sharpham Trust, Fiona from Caring Town, Sam Dennis from Kingsbridge TIC this month.

Other

I've had some business cards created and printed ready for networking and relationship building:

