



**AGENDA FOR THE PEOPLE COMMITTEE
THURSDAY 13TH JULY 2017 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 **Thursday 13th July at 9.45am** 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 Committee.	
	<i>The Committee will adjourn for the following item:</i>	
	<i>Public Engagement: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.</i>	
	<i>The Committee will convene to consider the following items:</i>	
2	To deal with any matters arising from 22 nd June 2017.	Minutes attached.
3	To consider the implementation of the Community Engagement Plan.	Cllr Whitty Document enclosed.
4	<i>NP and OSSR&WB Policy review - Allotments.</i> Note: OSSR&WB Policy is on the TTC website under the NP section.	Cllr Whitty Document enclosed.
5	To review the induction process for Link Councillors.	TTC Administrator Document enclosed.
6	To consider the South Hams District Council consultation on Public Spaces Protection Orders for Alcohol.	Documents enclosed.
7	To consider Cllrs attending the Caring Town Skill Share: Evidence of our Community's Unmet Needs, Wed 19 th July.	Document enclosed.
8	To note the South Hams District Council news release 'A consistent approach to events' which if passed will take effect from 1 st April 2018.	Document enclosed.
9	To note the South Hams District Council news release 'Council seeks comments on Pay and Display Changes'.	Document enclosed.
10	To note the NHS Acute Services review outcome, and the Torbay and South Devon NHS Stakeholder July 2017 newsletter.	Documents enclosed.
11	To note the Devon Community Resilience Forum Summer 2017 newsletter.	Document enclosed.
12	To note the date of the next meeting – Thursday 14 th September at 9.45am	

Sara Halliday
Administrator

MINUTES OF THE PEOPLE COMMITTEE
THURSDAY 22ND JUNE 2017 AT THE GUILDHALL OFFICES TOTNES

Present: Cllr A Simms (Chair), Cllr M Elliot-Smith, Cllr K Sermon, Cllr J Sweett, and Cllr T Whitty.

In Attendance: Sara Halliday (Administrator), Public and Press.

Apologies: Cllr N Hart-Williams, 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 Cllrs Hart-Williams and Piper 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.	Susanna Griffith and Rob Tilsey (residents of Totnes) spoke about the condition of the Mill Leat, the complications of who owns the land and water, and their wish to clean up both the water and overhanging vegetation. It was AGREED that item 13 would be moved up the agenda for discussion as the issues were linked.
<i>The Committee will reconvene to consider the following items:</i>		
2	To note the Totnes Sub-Aqua Club's offer to clean up the Mill Leat.	It was agreed that a long term solution on the upkeep of the Mill Leat should be found. The offer of the Totnes Sub-Aqua Club to carry out a clean-up was supported, but they need to be mindful of the health and safety risks from the water and should liaise with the Dart Harbour Authority. It was agreed to RECOMMEND to Full Council that TTC: investigate with the Land Registry ownership of the land adjacent to the Leat; and to impress on land owners their responsibilities in maintaining it.
3	To deal with any matters arising from 11 th May 2017.	Minutes agreed. Item 3 – Agreed by Full Council. Item 4 – Deferred by Full Council. The Town Clerk is going to speak to SHDC about the DAAT site, as the Borough Park proposal is SHDC, not TTC, owned land.
4	To elect a Deputy Chair.	Councillor Jo Sweett was elected Deputy Chair.
5	To discuss the homeless and drug issues in the town centre.	It was agreed that the current situation in the town centre of people begging and using drugs should not be seen as acceptable, and that local people and businesses should be encouraged to report incidents to the local police using the 101 number in order to have recorded evidence of the problem in the town. Those who give money should be encouraged to donate to the various organisations in the town who can give help and advice – the Freedom Centre and Marketplace Drop In Centre are doing good work. It was agreed to RECOMMEND to Full Council that TTC: takes a zero tolerance position on begging in the town; work with and support the Police in their enforcing this position using existing laws available to them; and for better coherence between the various local organisations in Totnes (e.g TTC, CTIE, Marketplace, Chamber of Commerce).
6	To consider a Community Engagement Plan.	To be carried forward to the next meeting. The policy has been accepted by Full Council and Cllr Whitty is to produce a paper on implementation.
7	To review the Link Councillors following the	Clarity is required on what meetings and groups Link Councillors should be engaging with. It was AGREED that the Council Office updates the next

	new committee memberships from 18 th May 2017.	Committee on the induction process for Link Councillors given recent changes in responsibilities.
8	<i>NP and OSSR&WB Policy review.</i> Note: OSSR&WB Policy is on the TTC website under the NP section.	Cllr Whitty updated that pre-consultation on the Neighbourhood Plan would soon commence. On OSSR&WB Cllr Whitty suggested that allotments are reviewed at the next meeting, which was AGREED .
9	Update on 18 th 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 Sweet updated that the data held in the Open Register can be used to send birthday cards without breaching any data protection laws and costs £24.50 from SHDC. St John's School had to postpone holding their school council in the Guildhall this week, but use by local school groups is to be encouraged with The Grove School and KEVICCS. It was agreed to RECOMMEND to Full Council that the open register is purchased in order to: see how many people will turn 18 in the following year; and to produce an estimate of the cost in sending 18 th birthday cards.
10	To consider the National Association of Local Councils' letter inviting councils to light a beacon on 11 th November 2018 as part of the First World War commemorations.	It was agreed to RECOMMEND to Full Council that this is supported. There is time to plan for the event and TTC already has a beacon and basket.
11	To consider the Seafarers UK invitation to fly the Red Ensign for Merchant Navy Day on 3 rd September 2017.	There is support for this event, but it was acknowledged that Full Council has already approved flying the Rainbow Flag from 28 August to 3 rd September which causes a clash on the final day. It was agreed to RECOMMEND to Full Council that: the Red Ensign is flown on 3 rd September 2017, either alongside or instead of the Rainbow flag; that a flag is purchased for ~£35; and for former Merchant Navy members to be invited to the flag hoisting, with Cllrs encouraged to attend (Cllr Elliot-Smith is happy to attend).
12	To note the South Hams District Council consultation on parking permit proposals.	Noted.
13	To consider the request for TTC support for a festival of body acceptance, 13 th -15 th October 2017.	Cllr Sermon explained the aims of the body acceptance event which will be the first held. It was agreed that this should bring people into the town, as well as drawing on the skills and experience of local people at the event. It was agreed to RECOMMEND to Full Council that TTC supports this initiative and allows the TTC crest to be used on any publicity material.
14	To note the date of the next meeting.	Thursday 13 th July at 9.45am. Cllr Sermon advised that she will be unable to attend.

CHAIR

Totnes Town Council.

January 2014

Paper on Community engagement for endorsement by the Town Council at the February Full Council meeting – Working Group: People Committee.

Community Engagement Plan for Totnes Town Council 2013-2015:

Why have we seen it as a priority to develop and enhance our Community engagement policy? What has changed?

- *The changing economic circumstances have brought about a major shift in the way Local Government needs to work with its communities. DCC and SHDC have considerably fewer resources. More will be expected of us. We need to be closer to the needs and wishes of our community and to actively engage as many as we can in helping to resolve the inevitable challenges ahead*
- *In times of austerity the Council welcomes the opportunity to work in partnership with individuals and groups in the community who are willing to share their considerable knowledge, experience and skills*
- *We want to ensure that all of community have access to all of our decision making processes including how we use our precept*
- *We want to be sure that we have systems in place that enable us to reach out to **everyone, individuals and groups, the softest voices and the loudest and those in between***
- *We want to respond to the requests from community groups to work in closer partnership so that town enhancement projects have some legitimacy and are tackling the TC's identified priorities*

How has this paper come about?

- *The People Committee with the endorsement of Full Council established a working group to develop a draft policy.*
- *The group has met several times and has generated many ideas. The group has explored a wide range of practical suggestions for how it could enhance its communications and engagement with the community and attempted to assess feasibility and timescales for their implementation.*
- *To enable the policy to be based on the Town Council's interaction with individuals and groups in the town it devised a series of questions which will help to hold councillors and the Town Council to account for their actions and activities.*

Draft Community Engagement Policy

The Statement of Principle:

*(this statement describes the beliefs of the Council and drives the policy statements.
It will not change unless the Council's beliefs in its value as a principle changes)*

Totnes Town Council believes strongly that in order to function efficiently it must have effective community dialogue and engagement. This principle must be backed by a clear Policy and a measurable set of actions and activities leading to regular reports.

The Policy:

(these policy statements should be regularly evaluated and revised where necessary by the People Committee for endorsement by FC)

It is our Policy to Ensure

- that best endeavours will be made to inform, involve and include **each individual** in the prioritisation work and decisions of the Town Council
- that best endeavours will be made to inform, involve and include **all groups** in our town in the prioritisation work and decisions of the TC
- that systems and good methods are in place to ensure that the voices of individuals and groups are heard by the TC
- that the TC has systems and methods in place to acquire balanced viewpoints and evidence to support its decision making
- that the role of the Councillor and the Council is clearly communicated in relation to individuals and groups
- that each individual and group has clearly described two way lines of communication with the Council

Questions our community members should ask of us with a suggested set of answers.

(These answers have evolved from the discussions in the working group and their ideas for enhancing what we currently do. Some of them we do already; others suggest a change, in some cases a radical change. The group has started to cost out and to describe the training or organisational needs of any change.)

How do I get my voice heard?

As an individual:

- I can come to the Guildhall one hour before the Council meeting to talk with Councillor representatives
- I can contact any councillor by email or by using the contact details published
- Councillors will actively seek my views even if I do not wish to attend meetings; this will happen by use of the web, online forums, visible consultation opportunities in easily accessible places around the town and occasional visits to my street by a representative councillor.
- I can speak to any Councillor I meet around the town
- I can raise issues at Public Question Time at the beginning of the Council meetings
- I can attend all public consultations and town meetings and speak or join in the group discussions
- I can attend meetings which will sometimes be held local to me such as in Bridgetown or Follaton
- I can write letters, email or telephone the Council office and expect a response within.....?..hours
- I can attend a number of new opportunities to drop in and give my opinions on major issues of importance for the town
- Respond to online surveys

As a group:

- As for the individual plus:
- We can develop a strong partnership with the relevant link councillor who will take our views directly to committees and/or full council
- Ensure that minutes from our meetings get to all councillors and any key issues acknowledged via the link councillor
- Invite the mayor to our key events and expect attendance from the mayor or a delegated representative
- Attend a number of new listening events set up to encourage interest and engagement in key issues such as the Town/community/neighbourhood plan

What do we expect in response to the voices, viewpoints and ideas from individuals and groups:

- Acknowledgement of that the issues we might raise will be heard in a fair and balanced way
- That the council will follow up key issues by widening the discussion where appropriate and carrying out any necessary research to obtain a balanced view
- That it will use the information that we and others provide to influence its strategic priorities and sue of resources

How do I know what my Town Council is doing?

- I will be informed through the published agendas and minutes of all council committees and meetings: these will be found on the TC website, on notice boards at.....on facebook??
- A report of TC activities will be in a quarterly newsletter
- Through regular (how many, how often) public meetings which will be an opportunity for me to hear what the TC is doing and to share views and ideas. It will also be a chance for groups to meet up and network

What do my councillors do?

- There will be a role description which will help all of us to understand what they can expect from their councillor
- I can find out through the minutes of meeting, the newsletters and town meetings
- Each Councillor will be a Link Councillor: linked to a key issue, a town group and or a town activity

What does the Mayor do?

- There is a role description which will let everyone know what they can expect from the mayor which is primarily a civic role linking the history of the town with present day
- The mayor's engagements for the month will be published at each Full council meeting for acceptance by the FC
- The mayor will be proactive in offering to attend AGMs and will use that opportunity to ensure that everyone is informed about how they can engage in the work of the council

How can I be involved in how the budget (town precept) is set?

- Through attendance at committee and council meetings and by contacting councillors to suggest spending priorities : NB: All meetings to agree the annual town budget are held in public in January: Prior to these meeting the Operations committee will have reviewed the town's annual expenditure :Councillors put forward their proposals about how to apportion the Town's money in January

How do I know what is going on in my town?

- Through the enhanced use of the website and social media : integrated communications system with the TIC
- More visible TC: consider moving from the Guildhall or find ways of increasing accessibility for all
- From local Radio stations such as Soundart
- Through the quarterly newsletter

How do I get information and advice and the support I need?

- More visible Councillors: regular surgeries, web presence enhanced
- Councillors and Council staff will be better informed about what groups and services exist in the town so that they can pass on information and direct people to local support where appropriate
- Closer links between TC and SHDC and Locality officer from DCC to ensure more effective support is available to all

How can I get involved?

- Attend events, engage online, speak to your councillor, drop in to the events the Council will be holding to listen to your opinion

What can I expect from Town meetings?

- They will be well worth attending as they will help to shape the direction of the town
- At one of these meetings each year there will be a formal report of the work of the Town Council
- I will be made to feel really welcome
- It will be easy for me to have my views heard
- They will be well facilitated and notes will be made and published
- They will be well advertised and there will be a chance for people **to continue to give their views online**

So What Happens Next? If the Town Council is to meet the expectations of individual residents and of groups in the town as listed above, there needs to be some changes in the current practices of the Council and its Councillors.

What follows is the bare bones of an action plan. In order to implement the policy Council and Councillors will need to consider and undertake the following:

These are some of the recommendations which have been suggested within a detailed Action/implementation Plan; they relate directly to the series of questions set out above that the public might ask. These action points affect the operation and role of Council and Councillors and as such need to be considered and agreed.

There are cost implications but these have been agreed to be included into the current precept ; a large number incur minimal or no costs as they are changes in working practices both in the Council and its administration:

Key Action Points:

- Enhancement and integration of IT facilities
- All Councillors to be trained in use of IT and social media
- Lead Councillors role to become Link Councillors with a job description
- We need to write a role description of a Councillor which emphasises the importance of communications
- We need to review the Civic Role of the Council as the face of and contact with the Community
- We need to set up a full council meeting rota and publicise the opportunity to “have your say to a Councillor” on any topic to give open access to any member of the community – listening advice sessions
- We need to openly discuss the issue of the visibility and accessibility of the current Guildhall base for the Council office and meetings
- We need to establish a working group to oversee the setting up and management of Town meetings and listening events
- Publish a newsletter on a quarterly basis and consider paper and e-newsletters or both!
- Review the use of the Annual Town meetings and have 6 monthly or quarterly meetings.
- Using other buildings around the Town for committee meetings
- Opening up and reviewing Council property for both community use and development for the benefit of the community

Recommendations:

It is recommended that:

- ❖ Councillors are invited to a single item meeting to enable all to fully understand the implications of the Policy and Actions
- ❖ Councillors are invited to join the working group to develop a full implementation plan with costings and timescale.

Totnes Open Space, Sport and Recreation and Wellbeing Policy (OSSR-WB)

8. Summary of current OSSR provision covering existing quantity, quality, access, and shortfalls; also includes remedial and new initiative projects.

8.1 The identified provision of Open Space Sport and Recreation facilities has been subdivided in to 12 categories.

These categories have been assessed and the summary of each is below.

These assessments are summarised into separate tables and include Objective; Quantity; Quality; Accessibility; Key challenges; Projects/Priorities.

The assessment process has been undertaken by the Town Council, Community organisations and Groups, Sports Clubs and individuals as well as members of the community working with the Neighbourhood Plan - Open Space, Sports, Recreation and Wellbeing task group, see Appendix A.

The detailed results of the survey and maps etc. of the areas concerned are in Appendix G.

a) Health and Wellbeing: What are the issues?

Objective: Maximise the potential for health and Wellbeing for all through ensuring an integrated approach to development and access to Open Space, Sports and Recreation facilities and amenities in the town.

Quantity: Various depending on partnership between organisations and Health providers

Quality:

Accessibility

Key challenges: Improve quantity and accessibility

Projects/Priorities:

b) Allotments: What are the issues?

Objective:

- Establish the local demand for allotments in the Town
- Enhance existing allotments to meet statutory requirements
- Develop a strategy to manage the agreed needs

Quantity:

The information on the overall quantity and quality of existing allotments is within different landowners.

An overall survey of all allotments needs to be undertaken and related to known information on the demand. This should relate to ¼ - ½ - ¾ & full size plots.

Quality:

- Potential contamination of sites
- Land features
- Need for suitable facilities on site and planning issues

Accessibility:

The allotments tend to be on the edge due to the pressures on land in the middle of town. This presents some accessibility problems for certain residents.

Alternative uses for either allotments or growing land should also be developed to give greater access for those who have difficulties/disabilities.

Key challenges:

- Improve quantity and accessibility related to the demand for allotments
- Acquisition of land for allotments relate to the geographical need around the town
- Develop a policy for the contribution of land or 106 towards acquiring allotments in the town
- Addressing the site and accessibility problems for certain residents who have difficulty accessing available allotment sites

Projects/Priorities

- Gathering information on all allotment sites and the demand for them in the town
- Putting together a structure/ strategy for the acquisition and administration of increased allotments in the town
- Developing alternative options for traditional allotments for those who need them

c) Amenity Greenspace: What are the issues?

Objective:

- To develop a policy and strategy with the landowners
- To ensure that these identified areas are maintained and that any developments include small areas of amenity green space.
- Ensure the green open space mosaic around the town is maintained and developed for the benefit of the community.

Quantity:

Additional amenity Greenspace, where it provides a positive contribution within residential areas, will be sought within any new development.

A policy on the long term maintenance of amenity greenspace will be developed and incorporated into 106 agreements.

Where existing amenity Greenspace is of low public benefit alternative uses may be sought.

Quality:

Amenity Greenspaces should serve a positive function and contribute to the quality of the public realm - not merely be left over spaces and a drain on maintenance.

Where new amenity Greenspaces are proposed the priority should be for quality, providing specific community, wildlife and landscape benefit.

Accessibility:

When new Amenity Greenspace is brought forward it should be easily accessible to as many users as possible. All development designs should include Amenity Greenspace.

Key challenges:

Improve the quality. Through community engagement in the assessment process the question of the viability, management and possible alternative options for specific plots of Amenity Greenspace can be raised and discussed.

Projects/Priorities:

- Engagement of local residents where there are areas of Amenity Greenspace on the options for those spaces.
- Develop a policy on the provision of Amenity Greenspace in any development pro rata to the size of the development including the management of them.

d) Cemeteries and Churchyards: What are the issues?

Objective:

To provide an open and appropriate area, for quiet contemplation and burial.

Quantity:

There are 3 cemeteries in Totnes; St. Marys and St. Johns Bridgetown and Follaton owned and maintained by the Town Council. At present there is sufficient land for the needs of the town.

Quality:

The Churchyards are managed as befits their character. Opportunities exist to develop the increase the environmental value through selective planting and cultivation and encouragement of their wildlife value by the appropriate management by the Town and Parochial councils.

Accessibility:

All the cemeteries are accessible to the public but some are closed to more burials. St. Mary's in the centre of town is also used as an amenity area.

Key challenges:

The management of the Cemeteries varies according to location and accountability. St. Marys in the Town Centre presents a challenge for monitoring and maintenance, due to it being open and easily accessible site.

Projects/Priorities:

- Totnes Trust in conjunction with the Parochial Council is developing the project at St. Marys, High Street. This is opening up of the approach to the Church, alterations of walls moving of Remembrance Cross and landscaping to provide a more open, accessible area with an enhanced approach to the Church.
- Environmental enhancement of Follaton cemetery with increased tree planting and extend hedgerows for plants and wildlife.

e) Civic Spaces: What are the issues?

Objective:

Identify and manage the civic spaces in the town to ensure there is accessibility for public access, activities and community events

Quantity:

Current range of civic spaces should be maintained.

New civic spaces to be developed to provide greater community access and facilities for a variety of uses.

Quality:

Opportunities for the enhancement of Civic Spaces should be sought in consultation with local communities and where any development is proposed nearby.

Accessibility:

A wide variety of opportunities, for the community use of Civic spaces should be sought and the areas made easily to undertake them.

Key challenges:

Improvement of the facilities to allow a wide range of uses both commercial and cultural.

The activities could include musical, art, drama etc.

Projects/Priorities:

- Develop a policy to ensure all new developments within their design brief include flexible provision of Civic Space.
- Identify appropriate community activities which could take place in them integrating their use into wide community activities e.g. festivals, outside concerts and drama etc.

f) Greenways: What are the issues?

Objective:

- Implement the specific aspects of the Cycle plan for Totnes
- Enhance the connectivity of the town to its urban, recreational areas and green spaces. For leisure purposes or commuting, using legally established and maintained route ways and with a focus on Footways
- Ensure that any development will contribute to their maintenance and the enhancement they provide for the connectivity in the town.

Quantity:

Totnes is well served with a network of Greenways, bridleways, footpaths and cycle ways – however many are poorly connected and little used.

Where opportunities exist to provide “missing links” to improve public safety or to provide attractive circular routes around the town and to outlying parishes and places these should be pursued

Quality:

Pathways within towns and settlements are maintained by the Highways Authority, and Public Rights of Ways are required to be kept accessible by relevant landowners.

The town is served by a variety of paths, bridleways and cycle ways, the current quality of which is variable apart from some significant exceptions. A number of paths etc. start at the boundary of the Town and then run through neighbouring parishes which the community use.

Accessibility:

Access around towns and villages for recreational walking need good public rights of way and Greenways.

Opportunities for increasing circular walks and links to the open countryside, so enabling walking, cycling by individuals or groups for both recreational and health benefits needs active promotion. Organisations both voluntary and others supported by statutory bodies have sprung up in recent years and the ramblers Association has played a lead role in monitoring public footpaths.

Opportunity exists to improve the standard of some routes to encourage access for those with disabilities and are recuperating from illness and using activity as an aid in medical treatment. Many Greenways are isolated and in poor condition opportunities, should be sought to link these into existing networks making them more accessible for the wider community.

Opportunity exists to improve the standard of some routes to encourage access for those with disabilities and are recuperating from illness and using activity as an aid in medical treatment.

Key challenges:

The knowledge of and accessibility of route ways needs active promotion and publicity working with a variety of partners both voluntary and statutory.

The promotion of their appropriate use by the community is recognised as a factor in developing the physical and mental wellbeing of the community.

An enhanced infrastructure of the various route ways aids the economic benefit to the town through tourism and encouraging physical activity of the community enhancing their well being.

Projects/Priorities:

- Using P3 surveys establish a strategy for the priority of establishing and maintaining a hierarchy of footpaths for upgrading and maintenance. (Currently the Ramblers Association act as partners in the P3 surveys and are looking to develop the Footpath system further to provide both recreational walking and connections to neighbouring parishes)
- Develop more community cooperation and participation of groups encouraged to work as a partnership.
- Establish a group made up of key users and stakeholders to actively monitor and identify the quality of the route ways encouraging community involvement in their use.

g) Natural Spaces: What are the issues?

Objective:

Establish a strategy to maintain access to areas for wildlife, quiet enjoyment and environmental awareness within the Town.

Quantity:

There is no overall shortage of available countryside, wildlife sites and woodland surrounding Totnes but opportunities exist to look for further natural open spaces and woodlands, both within and outside of the Parish boundary.

These would need to be integrated into the Green Mosaic around the town, the usage and management identified and agreed.

Quality:

The maintenance and management of the sites would need to be with partners seeking opportunities for land management and obtaining grants to further enhance the management and support of the areas. Reconciling potential conflicts between public access and appropriate conservation management regimes in natural spaces on the Town fringe, while promoting opportunities for the understanding and enjoyment of the individual area's special qualities by the public.

Accessibility:

Access to the sites in and around towns and villages need good public rights of way and greenways. Opportunities to increase links to sites to enable walkers and cyclists to access them which would make them more accessible and the use of them to provide a greater health benefit for residents and visitors.

Key challenges:

- Improve accessibility by working with other community groups
- Accessibility and availability of sites needs active promotion

Projects/ Priorities:

- establish partnerships to allow greater flexibility on the maintenance and management of the Spaces and to encourage familiarity and a greater variety of activities
- Develop a publicity strategy to raise the awareness of the areas
- Incorporate where possible into projects re Greenways/Parks and gardens.

h) Parks and Gardens: What are the issues?

Objective:

- To develop a policy that enhances existing parks and gardens and enables the creation of new ones in any areas of development in the town.
- Create new spaces which will be accessible, appropriately formal, providing high quality sites designed for recreation to be used for private or public events

Quantity:

Maintain the extent of existing key parks and gardens within the town and where possible extend them appropriately for the locality they would be in.

Quality:

The quality is variable and relates to the local usage and the multifunctional aspect of the largest park – Borough Park. Any new acquisitions through developments, need to ensure that they are appropriate for the locality and the development.

Accessibility:

- Undertake reasonable access improvements to make parks and gardens available to all.
- Improve linkages to and from parks to allow access for all and connecting with the Greenways in the Town.
- Improve signage and information and publicity about the existence of and the accessibility of the parks and gardens.

Key challenges:

- Improve quantity, quality and accessibility of parks and gardens in the Town. Through a process of gradual focused improvement, looking at the appropriate layout, design and facilities
- Establish partnerships and funding opportunities for the enhancement work of parks and gardens.
- Introduce management plans in agreement with the partners, for key parks and review the maintenance, monitoring to assess improvements in quality.
- Create as part of the OSSR & WB policy, guidelines for the development of appropriate parks and gardens in new developments and the capacity/resources to maintain them.
- There are particular challenges related to drainage and deficiencies of quantity

Projects/Priorities:

- Redeveloping the play area in Leech well Gardens.
- Tackling the drainage in Borough Park with the possibility of an AWP cricket square in the park.
- Developing in association with TQ9, the park/garden/amenity green space areas, in the Baltic Wharf development.
- Supporting the community initiatives in and around the town.

i) Play: What are the issues?**Objective:**

To develop a town wide plan and a strategy to rationalise existing play spaces to establish age and gender appropriate play spaces. These would be designed primarily for active play and social interaction involving all young people such as equipped play areas, ball courts, skateboard areas and teenage shelters

Quantity:

There are 13 Play areas are spread over the Town, including upper Bridgetown which is in Berry Pomeroy Parish. The play/activity facilities are not designated for specific age groups except in Borough Park. Most of the play/activity facilities are the responsibility of SHDC while some others are located in housing association developments.

Quality:

The play/activity facilities vary from relatively new equipment to very old equipment, with the play/activity facilities being reduced as H&S considerations mean the removal but not the replacement of equipment.

Accessibility:

A need to ensure that access into play spaces is to a reasonable standard and that appropriate levels of disabled facilities are available.

Key challenges:

This gives widest opportunity but means maintaining small isolated play areas at the expense of larger well used ones in town. Improve quality and accessibility

Limited financial resources to improve quality of play areas. Opportunities to look at more exciting and open 'play spaces' rather than traditional 'play areas'.

Need to ensure that play equipment meets reasonable requirements under the Disability Discrimination Act.

Ensuring play spaces are neighbour friendly and are age appropriate. Creating opportunities to increase play value, in public spaces outside formal play areas e.g. amenity Greenspace, parks and gardens, natural spaces.

Projects/Priorities:

- Undertake a complete audit of all play space within the Town, based on the initial assessment work undertaken. This should then allow for the development of a strategy for reviewing and putting forward plans for the appropriate facilities to be provided on each play/activity space.
- Undertake a prioritisation process
- Opportunities for external and lottery funding should be sought to provide support for projects concerned with free play and natural play/activity programmes as well as equipment.

j) Outdoor Sports Facilities: What are the issues?

Objective:

- To develop a Policy and Strategy through community sports partnership, to increase both Indoor and Outdoor sports provision with an emphasis on enhancing the Health and Wellbeing of the Town.
- Enhancement of existing facilities
- Development of new provision, to encourage greater participation in both indoor/outdoor sports, following existing statutory and advisory guidelines.

Quantity:

Specific deficiencies have been identified in outdoor sports provision; in order to achieve increased participation and activity levels these need to be addressed. There are two Rugby pitches at Borough Park, tennis courts and a bowls green, the only other pitches are based at KEVICCS.

Working more closely with KEVICCS, the local community college located within the town, there is an opportunity for the possible dual use of some school pitches. Where it is possible and feasible, opportunities to work with clubs, landowners and governing bodies to bring forward additional or the relocation of pitches should be pursued.

The most actively used pitch, identified as being used 100% is the All Weather Pitch based at KEVICCS and used both by the school and the community.

Quality:

The quality of the pitches in the town is poor. The rugby pitches in Borough Park and at other pitches at KEVICCS the playing surfaces suffer, due to drainage problems. There is significant room for improvement in the quality of pitches and the associated facilities, such as changing and facility rooms with the possible opportunities for clubs to share facilities and resources.

The All Weather Pitch is becoming dangerous, as it is about 30 years old and it requires a complete rebuild. Due to Health and Safety issues there are more restrictions placed on its usage i.e. non-competitive activities, restricting the available area, higher cost of maintenance etc.

Accessibility:

Due to the lack of Outdoor Sports Facilities in the town a number of pitches are situated in the neighbouring parishes and unless adequate public transport arrangements are in place, particularly for younger users, they are not accessible. There is an obligation on local clubs to manage their own transport for adults and youth players. Clubs which have their own pitches would also require members to pay fees and therefore, may deter potential users.

Given the lack of pitches and the condition of the All Weather Pitch there is limited choice on what outdoor activities can take place. Therefore, this restricts what activities, for both able and disabled members of the community, they can participate in.

Key challenges:

- To improve quantity and quality through joint use between School and the community.
- Community involvement in the redevelopment of KEVICC sport and recreation facilities agreeing community joint use agreements.
- Liaising with Neighbouring Parishes, where most of the Totnes clubs outdoor pitches are based, to agree mutually beneficial location and provision of pitches. .

All Weather Pitch:

This is a high priority for redevelopment/replacement, due to the demands for its use as an activity/playing surface, also to provide an alternative surface in the event of inclement weather.

There is a need for an AWP provision, so as to provide for club activities in the town, which have had to be reallocated to Exeter, Torquay and Paignton and neighbouring parishes for both youth and adult outdoor activities due to the current poor state of the present AWP surface.

This has been identified and agreed jointly by the clubs/organisations in the town as the principal priority.

Projects/ Priorities:

- Through the links/contacts made during the consultation process develop a Town wide Sports Partnership with clubs, school, Town Council, SHDC and other interested bodies. To link the clubs together in a mutual supporting body which can also agree an overarching plan for the development of Sport and Recreational activities in the town. This would also become part of the review of the NP policy etc. process.
- Encourage the clubs who have pitches/outdoor sports facilities, to take over responsibility for them with either a freehold transfer or lease, through negotiation and agreement of the current asset owner.
- Review of the pitches at Borough Park to encourage and progress the development of the scheme to improve the drainage of the park/pitches. In conjunction with the Rugby Club support the building of new changing rooms alongside the present club house.

- Review and reassess the provision of sporting provision for both the tennis and bowls clubs at Borough Park so as to develop club facilities for changing, coaching, competitive events and storage.
- Working with SHDC revisit and review the previously agreed works in the development plan for Borough Park including the jogging track and outdoor gym around the park.
- Urgent Priority: replacement of the All Weather Pitch [AWP] at KEVICCS, for dual use by both the school and community. This has been identified as the primary priority for the town by the clubs and community.

k) Indoor Sports Facilities: What are the issues?

Objective:

- Establish a sports partnership
- Increase both Indoor and Outdoor sports provision with an emphasis towards the Health and Wellbeing of the Town.
- Enhancement of existing facilities and developing new provision to encourage greater participation in both indoor/outdoor sports, following existing statutory and advisory guidelines.

Quantity:

Within the town there are specific deficiencies which have been identified in the provision of indoor sports activities; in order to achieve increased participation and activity levels these need to be addressed.

The town has one leisure centre with occasional use of some of the KEVICC facilities. There are also halls and rooms scattered around town which groups use as there is no other dedicated provision.

Quality:

The leisure Centre is not purpose built but is an original community swimming pool and fitness suite which is over 40 years old with a sports hall built on to it which is about 25 years old. Both parts need extensive refurbishment and redeveloping in the coming years.

The School facilities date back to the 70's and beyond! The school is considering a complete redevelopment and it would engage with the community in the planning for the redevelopment of KEVICC's sport and recreation facilities. This would improve both the quantity and quality of indoor sports and recreation facilities making them available through joint use between School and the community through agreements for community joint use.

Accessibility:

All the facilities should be open to all and DDA compliant. This would mean that the facilities could be used for the maximum amount of time and catering for all members of the community.

Key challenges:

Partnership working with the community and the School and SHDC to develop a coherent and strategic indoor sports structure for the Town. This would highlight the specific deficiencies and also allow for the planning of appropriate facilities within the school development.

The running and the administration of the Leisure Centre by the community for the community.

Projects/ Priorities:

- Develop a Town wide Sports Partnership with clubs, school, Town Council, SHDC and other interested bodies in order to link the clubs together in a mutual supporting body which can also agree an overarching plan for the development of Sport and recreational activities in the town.
- Support the bid for TADPool, to acquire the Pavilions Leisure Centre so as to enhance the provision of sporting and recreational activities at the centre.



DRAFT COUNCILLOR INDUCTION – LINK COUNCILLORS

Link Councillors – Standing Orders (see below) set out the aims and operating principles for lead/link Councillors. In summary, Link Councillors are appointed annually and it is for councillors to put themselves forward for election, attending meetings of relevant community groups and/or organisation in the following areas of interest: Business and Employment; Cultural Links; Elderly and Vulnerable People; Young People; Heritage; Open Space, Sports Provision, Leisure; Traffic and Transport; Environment and Sustainability. There is a table at Annex A that identifies TTC representative on outside bodies and some meetings that Link Councillors should consider attending or organisations to visit, but it is not exhaustive. It is helpful to the Town Clerk if Link Councillors can report back in an email or in writing a few short bullets on the issues arising from these meetings, as this information could help identify future agenda items for the relevant TTC committee and can be shared with fellow Councillors.

STANDING ORDERS

Part 38 - Terms of Reference for Lead [Link] Councillors

1. Lead Councillors

The Town Council seeks to appoint Lead Councillors annually. It is open to any councillor to put themselves forward to be elected to a lead councillor role or to propose new areas of interest. The areas currently proposed are:

- Business and Employment
- Cultural Links
- Elderly and Vulnerable People
- Young People/Youth
- Heritage
- Open Space
- Traffic and Transport
- Environment and Sustainability
- Open Space, Sports Provision and Leisure

2. Aims

The Town Council created these roles in order to provide a nominated Councillor who can:

- a) develop particular knowledge about each key area;
- b) liaise with groups in the town with relevant interests to be aware of current issues and activity;
- c) take up particular cases for individuals with an issue in their remit;
- d) develop relationships with relevant service providers;
- e) take the lead when the Town Council is called upon to express a view or participate in consultation activity;

3. Operating Principles

- Lead councillors are expected to act proactively by initiating or participating in any activity which they believe contributes to this agenda, and developing links with relevant community groups and service providers.
- Any issue arising in the town relevant to the Council's activities will be referred in the first instance to the relevant lead councillor who will be expected to make recommendations to a committee or the Full Council on any action necessary by the Council.
- Lead Councillors should report back on current issues as appropriate, and brief their fellow councillors periodically on their area, via the relevant committee.

- They do not have any delegated powers.
- Each lead councillor will be expected to lead an annual review of their area of responsibility at the relevant committee. The content of reviews will be reported in this way to the Full Council and contribute to the development and ongoing implementation of the Community Plan. It will be at their discretion as to what format a review should take but may include
 - inviting service providers e.g. representatives of DCC, SHDC, etc to make an input
 - inviting local groups e.g. Totnes Caring, users groups etc, to talk about their current concerns
 - a review of the community plan priorities
 - an open discussion
- Lead Councillors are not linked to any particular committee (e.g. the Lead Councillor does not have to sit on the committee at which its topic area would in general be discussed) but they should be invited to attend on relevant agenda items, and liaise with the clerk to bring forward agenda items for discussion as appropriate.
- The Council may choose to appoint two (but not more than two) Lead Councillors where more than one person stands for the position.
- In recognition of the involvement such a role requires, it may be the case that not all Lead Councillor positions will be filled.

LINK COUNCILLORS – REPRESENTATIVES ON OUTSIDE BODIES

Organisation	Current Councillor(s)
a. Totnes Traffic and Transport Forum	a. Councillors Simms and Paine
b. TADPOOL	b. Councillor Whitty
c. Totnes Allotments Association	c. Councillor Hodgson
d. Vire Twinning Association	d. Councillors M Adams and Hendriksen
e. Totnes Municipal Charities	e. Councillors R Adams and Sweett
f. KEVICC Foundation Governors	f. Councillors Sweett, Barker, M Adams and Elliot-Smith
g. Totnes Bounds Charity	g. Councillor M Adams
h. Parish Paths Partnership	h. Councillors Whitty and Sweett
i. Totnes Neighbourhood Plan Steering Group	i. Councillors Whitty, Hodgson and Simms
j. Totnes Hospital League of Friends	j. Councillor Westacott MBE
k. DALC Larger Councils Committee	k. Councillor R Adams
l. River Dart Non-Beneficiaries Group	l. Councillor Whitty
m. DALC County Committee	m. Councillor Hodgson
n. Totnes Chamber of Commerce	n. Councillor Simms
o. Fairtrade	o. Councillor Sermon
p. Totnes Museum Trust	p. Councillor Simms

EXAMPLES OF RELEVANT MEETINGS AND ORGANISATIONS, AND LINK COUNCILLORS FOR 2017/18

LINK TOPIC	ORGANISATION/MEETING
Business and Employment Cllrs R Adams, Barker and Elliot-Smith	Chamber of Commerce Transition Town Totnes Local Entrepreneur Forum REconomy Centre Tourism Partnership Totnes Trust
Cultural Links Cllrs M Adams, R Adams and Hart-Williams	Cultural Working Group Arts Working Group (monthly) Tourism Partnership
Elderly and Vulnerable People Cllrs Elliot-Smith and Westacott	Caring Town Information Exchange Totnes Caring Freedom Centre/Marketplace Ministries Totnes Hospital League of Friends
Young People Cllrs Hodgson, Sermon and Sweett	Freedom Centre Local Schools and nurseries Bridgetown Alive
Heritage Cllrs Piper and Whitty	Heritage Working Group Totnes Museum Totnes Image Bank Tourism Partnership Totnes Trust
Open Space, Sports Provision, Leisure	Totnes Neighbourhood Plan Steering Group (monthly)

Cllrs Elliot-Smith, Vint and Whitty	The Pavillions/TADPOOL Play grounds/playing fields Totnes in Bloom/Totnes Gardens Totnes Trust
Traffic and Transport Cllrs Simms and Vint	Totnes and District Transport Forum (monthly) Bob the Bus
Environment and Sustainability Cllrs Hodgson and Vint	Transition Town Totnes Totnes Fairtrade Project Bridgetown Alive Totnes Trust



Totnes Town Council Administrator
<administrator@totnestowncouncil.gov.uk>

FW: Consultation on Public Spaces Protection Orders for Alcohol

James Kershaw <James.Kershaw@swdevon.gov.uk>

20 June 2017 at 10:07

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

Dear all,

In 2014 the Government introduced the Anti-social behaviour, crime and policing Act 2014, the act introduced a power of a local authority to issue public spaces protection orders (PSPO) and furthermore states that where the Council previously had Alcohol Designation Orders they would be repealed after 3 years unless replaced by a PSPO. The old alcohol designation orders will be repealed in October unless replaced, and the current orders can be found here:

<http://old.southhams.gov.uk/article/1912/Alcohol-Misuse>

Environmental Health have consulted with the local Police about the need for a PSPO to cover the requirement to surrender alcohol in open vessels at the request of a Police Officer or other authorised officer. Failure to comply with the request to surrender alcohol in an area could lead to a fixed penalty notice of £100 being issued.

The Police have suggested that the areas on the attached maps would benefit from PSPOs due to previous knowledge of policing the alcohol designation orders. The next stage in the process before seeking an order is to carry out a consultation with elected members and parish councils in the area.

Please find attached the maps of the proposed public space protection orders, if you have any comments on the areas covered please feel free to email me by the 28th July 2017.

If you feel that there may be other elements of anti-social behaviour which you would like us to consider controlling through a Public Space Protection Order then please feel free to email me again by 28th July so that we can discuss the request with the Police to determine what evidence that we have to support the request. This would then require a public consultation before we could seek adoption of the order.

Many thanks

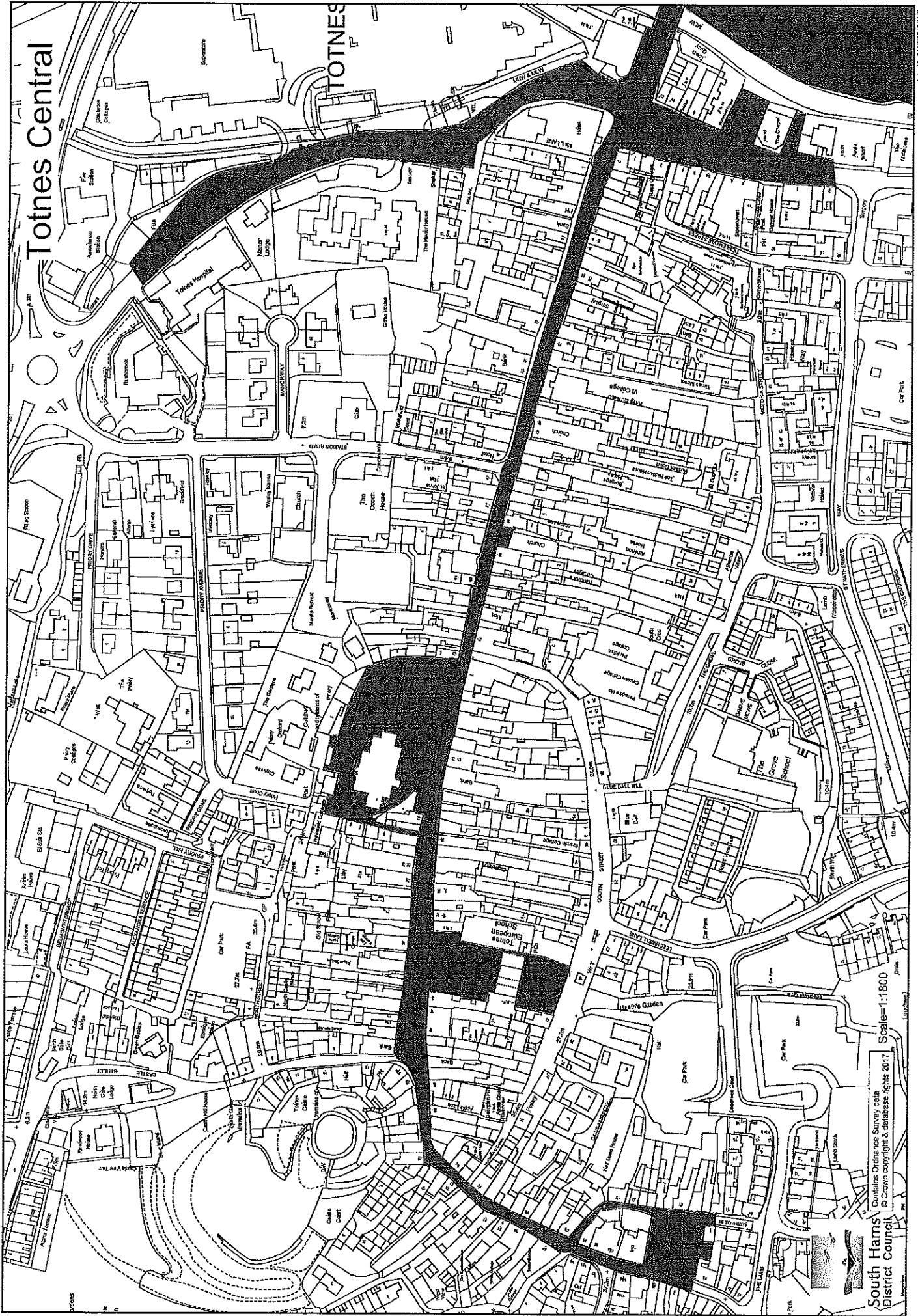
James Kershaw | Senior Specialist

South Hams District Council | West Devon Borough Council

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Totnes Central

TOTNES



South Hams District Council
Contains Ordnance Survey data
© Crown copyright & database rights 2017
Scale=1:1800



Item 7

Totnes Town Council Administrator
<administrator@totnestowncouncil.gov.uk>

Fw: Re: Caring Town Skill Share: Evidence of our community's unmet needs (what we know, how we use this)

Tony Whitty <tonywhitty@yahoo.com>

6 July 2017 at 12:43

To: Totnes Town Council Administrator <administrator@totnestowncouncil.gov.uk>, Andy Simms <andysimmstotnes@gmail.com>

Sara,

Can this go onto the agenda for members to sign up to go along to.

Thanks,

Tony

Dear all,

Based on surveys, public data and interviews with key organisations, Caring Town has a growing understanding – and evidence base – of local health, care and well-being needs, which is now directing our project development and supporting our funding bids.

We'd love to share this, and we know that you also have useful information. So this Skillshare aims to address the following questions:

- Collectively, what do we know about local needs, issues and gaps?
- How do we know this?
- How can/is this information being used?
- Is there any key data missing that we think would be helpful for most of us – if so, how might we go about gathering this information?

Led by: Sarah Robens, Caring Town Research & Evaluation (a social researcher who has worked with the Universities of Exeter and Plymouth and within the NHS, social care and international development) and Fiona Ward, Coordinator of Caring Town.

When and where: Wednesday 19th July, 12.30pm – 2.30pm, Caring Town Information Exchange, The Mansion, 36A Fore Street, Totnes, TQ9 5RP.

Feel free to bring your lunch - tea and coffee will be provided. It's most helpful if you can let us know if you plan to attend, though you can just turn-up on the day.

About Caring Town Skillshares: there's an enormous wealth of expertise and experience in our network, and these free Skillshares are one way to help us connect more, raise our general skill levels, improve our personal and organisational resilience and strengthen our collective capacity (more about our Skillshares)

This particular topic is being featured as it got a high number of votes by those who responded to the survey. If you haven't already let us know which topics are of most interest to you, or which ones you could help lead, please complete this simple survey.

Best wishes,

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Totnes Town Council Administrator
<administrator@totnestowncouncil.gov.uk>

Fwd: A consistent approach to events

2 messages

Totnes Town Council Clerk <clerk@totnestowncouncil.gov.uk>

3 July 2017 at 11:27

To: Ruth Robinson <administrator@totnestowncouncil.gov.uk>

A good overview for People and once they have seen it stick it on our website?

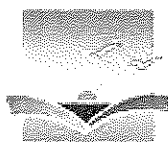
----- Forwarded message -----

From: <mail@shwd.vuelio.co.uk>

Date: Mon, Jul 3, 2017 at 10:48 AM

Subject: A consistent approach to events

To: clerk@totnestowncouncil.gov.uk



South Hams
District Council

News Release

Communications and Media Team

Tel: 01803 861368

Email: communications@swdevon.gov.uk

A consistent approach to events

Until now, there has been no set policy or pricing plan for events which are held on the land owned by South Hams.

Last year, councillors at South Hams District Council, asked officers if it would be possible to prepare a policy to create a consistent approach and standardised pricing across all of the events that are held annually across the District on council land.

A large number of events are currently supported by the council, from major festivals and regattas to smaller village and community events. The way we support events, varies by event and how it is organised and whether it is organised for commercial or community gain.

Cllr Rufus Gilbert, Executive Portfolio Holder for Commercial Services said, "Reviewing how we currently do things and applying a standard tariff across the whole district is the only fair way to manage these events. There were so many

deviations from any kind of existing strategy, that the existing process benefited some communities and was totally unfair to others.

"We asked officers to conduct a thorough review, including two public consultations, one between June and August 2016 and another between March and April 2017.

"We have carefully considered all of the comments raised and have now presented a policy in front of the Executive members of the council, asking them to recommend to full council that the policy be adopted and come into effect from 1st April 2018.

In simple terms South Hams are applying a £55 administration fee on booking events, a small increase of £5 that would be applied to all events across the district held on council land.

This new policy is the product of an extensive review by elected members of the council and completed in conjunction with the towns, parishes, businesses and charities.

The policy is written to ensure that the council makes the best use of tax payer money and to make sure that the council's resources are utilised fairly and consistently across all communities.

This means that where services are provided to one event or community, these services are paid for by that community and not subsidized at the expense of another. South Hams says that this new policy looks to remove ambiguity, inequality and inconsistency which currently exists.

Cllr Gilbert continues " This policy will enable council officers to apply the policy consistently across all events, it is not a policy designed to generate a profit for the council, but to make sure that council staff can more easily support event organisers by having a clear charging system and policy to follow."

The administration fee would apply to each event booked and would be non-negotiable. They would also remove other charges such as fees to hold an event on Council land.

"Just to be clear this means that no charge will be made for the hire of any event land, except where the right to hold the event is awarded via a formal tender process" said Cllr Gilbert.

However, the council said that if a car park needs to be closed to allow the running of an event, a fee equal to the estimated lost car park income will be charged based

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on data.

Where it can be proved by the council that car parking availability has not been affected in the town / parish, despite the event being held, then no loss of parking charge will be made.

The policy and guidance was recommended by the Executive and is subject to approval by full council on 27th July.

FAQs for Events Consultation – notes to editors

Q. When will this take effect from?

A. The policy will take effect from 1st April 2018. Events held in the 2017/18 financial year will be covered by the existing events policy and booking process.

Q. Why is the Council amending its policy?

A. At present, the cost incurred in supporting events is not adequately recovered due to inconsistent application of an ambiguous policy. This means that all council tax and business rate payers effectively subsidise the events held.

Q. What will be done with monies raised?

A. The monies raised aim to cover the resources used in managing and holding the events.

Q. Is this going to be consistent?

A. The aim of the new policy is to ensure consistency across all events held. Now that the new policy has been 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 Council area

Q. Can this 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 policies and/or regulations which allow for charging on a cost-recovery basis. The Council aims to ensure a consistent approach is applied to all events to help achieve the Council's stated aim of financial sustainability.

www.southhams.gov.uk

Please be aware that telephone calls to and from the Council may be recorded for training and monitoring purposes.





Totnes Town Council Administrator
<administrator@totnestowncouncil.gov.uk>

Fwd: Council Seeks Comments on Pay and Display Changes

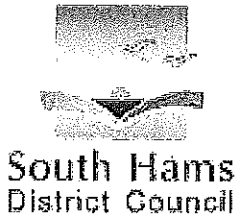
1 message

Totnes Town Council Clerk <clerk@totnestowncouncil.gov.uk>
To: Ruth Robinson <administrator@totnestowncouncil.gov.uk>

3 July 2017 at 16:31

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

From: <mail@shwd.vuelio.co.uk>
Date: Mon, Jul 3, 2017 at 4:10 PM
Subject: Council Seeks Comments on Pay and Display Changes
To: clerk@totnestowncouncil.gov.uk



News Release

Communications and Media Team

Tel: 01803 861368

Email: communications@swdevon.gov.uk

Council Seeks Comments on Pay and Display Changes

EMBARGOED – Friday 7 July 2017

4.7.17

South Hams District Council is proposing changes to Pay and Display charges and would like to hear what you think.

Following the Full Council decision to increase Pay and Display parking charges by 2% earlier in the year, officers have now conducted a review of parking charges throughout the South Hams, with proposals now being put forward.

Officers engaged with Town and Parish Councils to carry out a review in line with each community's needs. This included exploring where parking could be managed better, how charges could be adjusted, and how to encourage more use of car parks and park and ride services.

Now, the Council would like to hear what local communities think of the proposed changes.

The proposals include, in some areas, reducing the number of coins needed to pay, for example by rounding charges up or down to the nearest pound or 50p.

Other proposals include introducing all day parking in some car parks and removing overnight tariffs.

In Dartmouth, proposals would see a price increase to encourage use of the park and ride during peak season. Kingsbridge would see the Quay car park charges increased, while charges to Lower Union Road, Cattlemarket and Fore Street would be lowered to encourage more use.

To encourage visitors to stay longer, car parks in Totnes would see an increase to short stay tariffs only.

Cllr Rufus Gilbert, Portfolio Holder for Commercial Services, said: "What works for one community may not work for another, so this is why we follow a policy of community led parking charges. Through working with Town and Parish Councils, we are able to review parking charges in each community and make appropriate changes which benefit and support individual communities.

"Now is your chance to inform us if we have got this right. Please read through the proposals and visit our consultation page on the website to share your views."

Council consultations can be found at: <http://www.southhams.gov.uk/consultations>.

ENDS

Notes to editor

The consultation, with schedule of changes and notice, will be listed on the consultations page: <http://www.southhams.gov.uk/consultations>

The agenda item 'Pay and Display Charges Review' can be found at:
<http://mg.swdevon.gov.uk/documents/s3990/Pay%20and%20Display%20Charges%20Review.pdf>

A summary of amendments can also be found at: <http://mg.swdevon.gov.uk/documents/s3991/Appendix%20A%20-%20Summary%20Information.pdf>

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Totnes Town Council Administrator
<administrator@totnestowncouncil.gov.uk>

Fwd: Acute Services Review

1 message

Totnes Town Council Clerk <clerk@totnestowncouncil.gov.uk>
To: Ruth Robinson <administrator@totnestowncouncil.gov.uk>

21 June 2017 at 09:41

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

From: **CHALMERS, Ray (NHS SOUTH DEVON AND TORBAY CCG)** <ray.chalmers@nhs.net>
Date: Tue, Jun 20, 2017 at 2:47 PM
Subject: Acute Services Review
To:

Hello

As you indicated you were happy to be kept in touch with NHS developments, I thought I should send you the media release which has been issued today in relation to the above. My apologies if you have already received this.

Media information

Date: Tuesday 20 June 2017

Acute services review recommends closer working between hospitals to improve services

Clinicians in Devon today announced the results of a review into how some hospital services could be provided more effectively in future.

Local doctors, nurses and consultants have been reviewing a range of services in hospitals in Exeter, Plymouth, Torquay and Barnstaple since late 2016.

The review was undertaken because doctors said key acute hospital services were likely to become unsustainable in future due to difficulty recruiting key clinical staff, large increases in demand for services – and difficulty meeting national service standards.

Services such as stroke, maternity, paediatrics and neonatal care and urgent and emergency care were included in the first stage of the review. Other services will be reviewed in a later second stage.

Hundreds of clinicians, nurses, managers and patient representatives contributed to the review through workshops, events and feedback.

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Announcing the results of the first stage, clinicians said that all four acute hospitals in Devon, would continue with A&E, emergency stroke services and maternity services. This would be acknowledged by stronger collaboration between clinical teams and new networking and workforce solutions.

Other key recommendations include:

- 24/7 urgent and emergency care services (including A&E) should continue to operate at our four main acute hospitals – the Royal Devon and Exeter Hospital, North Devon District Hospital, Derriford Hospital and Torbay Hospital.
- We will continue to provide first-line emergency response for people experiencing symptoms of a stroke at all four hospitals. This will include rapid stroke assessment, diagnostics and thrombolysis. These services will be supported by 'Acute Stroke Units' (ASUs) at all four sites, and will ensure rapid intervention and aftercare for those with a stroke.
- We will work towards clinical best practice to improve outcomes for stroke patients by developing two specialist 'Hyperacute Stroke Units' (HASUs) in Exeter and Plymouth where patients will receive 3 or more days of intensive treatment for their stroke immediately following emergency treatment, following which they will return home or to their local ASU.
- Retaining consultant-led maternity services at all four main hospital sites is proposed. These specialist units have access to 24/7 clinical care and the specialist services to provide more intensive care when that is needed.
- Delivering choice for home or midwifery-led births will continue to be provided in line with the national strategy 'Better Births'. Therefore, clinicians have recommended that we adopt the strong evidence base for midwifery-led units co-located with consultant-led units.
- Maternity, neonatal and paediatric inpatient services will be retained at all four main hospital sites

Dr Phil Hughes, who led the review and is a medical director and consultant radiologist at Derriford Hospital in Plymouth, said: "The recommendations will see us bringing services closer together – networking our clinical teams, sharing recruitment and developing new workforce solutions.

"For example, we may have specialists who are based in one particular hospital who could support other sites and enhance services – giving a Devon-wide focus.

"Emergency stroke care, A&E and maternity services will continue to be provided at all four acute hospitals in Exeter, Barnstaple, Plymouth and Torquay.

"These recommendations will not only save lives, but will also improve the quality of life after an emergency, such as a stroke, for many people too. This is great news for patients and the local NHS in Devon."

The clinical recommendations are the first stage in the review. As part of the second stage, the recommendations will be tested in more detail to ensure they can be delivered with safe, cost-effective and reliable staffing solutions for the future.

Only once this assurance work is complete, can the recommendations be finalised. This is an important step, as the recommendations do not, at this time, immediately solve all the problems that drove the need to review these services.

Should the final proposals be likely to result in significant change to local services, the public will be fully consulted in line with the NHS' statutory requirements. A full timetable would also be developed and published.

Dr Phil Hughes explained that that the review had encouraged clinicians to view services across Devon as a whole.

"We needed to think more collectively and consider how we share the treasured clinical expertise we hold within Devon, working in partnership to ensure that health and social care are working closer together than ever before.

"The NHS is still facing an unprecedented challenge and the recommendations do not, at this stage, solve all of the problems we face.

"For maternity services, national best practice shows us that more women could be giving birth at home so we will continue to explore this in the next phase of this work.

"Over the coming months we'll be talking to local communities about any specific proposals but for now we are publishing the results of the clinical review so that the public can be assured that this represents the clinical view of how acute services be secured in Devon."

Notes

A full briefing and a report of public involvement into this review is available on the Devon STP website [here](#).

Ray Chalmers

Head of Communications and Strategic Engagement

South Devon and Torbay Clinical Commissioning Group

Pomona House, Oak View Close, Torquay TQ2 7FF

Email: ray.chalmers@nhs.net

Telephone: 01803 652594 Internal: 51594

Mobile: 07810 866162

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Stakeholder newsletter

Issue 1 - July 2017

Welcome to our newsletter

Welcome to the first edition of the Torbay and South Devon NHS Foundation Trust (TSDFT) newsletter. Many of you will have been receiving a newsletter from South Devon and Torbay Clinical Commissioning Group (CCG) that has given updates on the public consultation around community health services that concluded in January.

TSDFT, as your integrated provider of NHS and Social Care services, has made good progress in implementing the changes agreed by the CCG Governing Body that built on the wider changes to health and social care across Torbay and South Devon to strengthen care closer to home and promote independence and choice, to strengthen local partnerships with primary care and voluntary sector providers in the delivery of care, and to join up care between hospital and community care to provide person-centred care. This newsletter gives you, as a valued stakeholder, an update on how we are delivering change for the better.

Supporting your Health and Wellbeing

Our vision is that people are supported to be as independent as possible in their own home doing the things they want to do. Key to this is our enhanced provision of care in people's own homes with access to specialist services provided in hospital when they are needed. If somebody does need to go into hospital we want them to be able to return home as soon as they are medically well, and our integrated health and social care services mean that our hospital and community teams work closely to make sure patients are safely and promptly discharged. We are proud to be recognised as a Trust with one of the lowest 'delayed transfers of care' in England, because it is proven to be safer for patients to be in the care setting that best meets their needs and this also aids their recovery and rehabilitation. This focus on safe and timely discharge also frees up our hospital beds for those patients that need the specialist care that only can be provided in a hospital setting, making our hospital care more effective and efficient.

How we are making this happen

To deliver our commitment to care closer to home, we invested £3.9m in community services last year and will continue investing over £5m per year in an extended range of community services which include:

- Recruitment of 60 additional staff – mostly nurses and therapists - to standardise and extend our intermediate care services across the Trust's area, and we have also secured GP support to these teams. From 1 March this investment has allowed our extended Intermediate Care teams to increase their availability so that right across Torbay and South Devon teams are supporting people in their local communities seven days a week

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- We also invested in short term placements in local care homes, so the Intermediate Care Teams could use this option for care as well as providing enhanced services to support people to remain at home. This provides a safe and effective alternative to hospital admission when a local resident experiences a severe and acute deterioration in their health as well as supporting timely discharge from hospital.
- In partnership with the voluntary sector Wellbeing Co-ordinators are now in place in every locality across Torbay and South Devon, taking referrals from our community teams and spending time with local people to discuss their needs and link them to a wide range of services to help them to remain independent and well, and to tackle the isolation that many people experience and which affects their health and wellbeing

With these services in place, we were confident that we could safely reduce our hospital bed based care and progress with our development of local Health and Wellbeing Hubs. Below is a summary of progress in each local area:

- In March Dartmouth and Kingswear, Ashburton and Buckfastleigh hospitals closed to new admissions and the final patients were safely discharged by 31 March. Clinics that were provided at the Dartmouth Hospital are now provided from Dartmouth Clinic, and this is now called Dartmouth Health and Wellbeing Centre. We are in the final stages of planning to establish a new Health and Wellbeing Centre for Dartmouth at Riverview, co-locating with the local GP Practice, Dartmouth Caring, the local nursing home and a range of other services that will use this facility as a hub for local care delivery. The timescale for this exciting partnership initiative, supported by a funding partnership between the Trust, the CCG funding for development of facilities for Dartmouth Medical Practice and a substantial contribution by Dartmouth Hospital League of Friends, is to locate all our services in Riverview following some work to improve the accommodation by the end of the year
- In Ashburton the former hospital is now Ashburton and Buckfastleigh Health and Wellbeing Centre
- Bovey Tracey hospital is now permanently closed following a period of temporary closure due to an inability to guarantee safe levels of staffing and the beds are now permanently provided in Newton Abbot hospital
- Paignton Hospital closed to new admissions on 3 April and the last inpatients were safely discharged on 13 April
- Paignton hospital is now the interim location for the Paignton Health and Wellbeing Centre, and all clinic services previously provided out of Midvale Clinic are located there. The Trust is continuing to work with the Council and local stakeholders to finalise plans for a permanent site for Paignton's Health and Wellbeing Centre

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- A planning application from Brixham Hospital League of Friends and Brixham Does Care, in partnership with Torbay and South Devon NHS Foundation Trust has been submitted to build a new Day Care and Community Centre on the Brixham Hospital site. The centre will be built and run by the voluntary sector with support from the Trust

Developments at Torbay Hospital

Torbay Hospital is the place most local people go when they need care that only can be provided by an acute hospital. There have been many exciting developments at the hospital to strengthen and improve care. These improvements include the recent opening of our new intensive care unit which was part funded by Torbay League of Friends and supported by a substantial donation by Paignton League of Friends, increased staffing for urgent care services including our Emergency Department and improvements to the environment in this department. We are already seeing improved performance against the national 4 hour target and consistently achieve the measures for safe care.

We are also extending the ways we provide specialist advice to GPs, with Seeking Advice in the ICO now available for most specialties at Torbay Hospital. This means that GPs can seek advice from a clinical specialist, usually a consultant, on the care of their patients without that patient having to travel to Torbay Hospital.

These developments at Torbay Hospital, and the real improvements in reducing delays as patients move through our hospital services, means that we could safely start a planned reduction in the number of beds at Torbay Hospital. These changes create the capacity we need to reduce our dependence on agency and locum staff, making the best use of our highly skilled staff to support the delivery of our new care model.

We are reducing our beds in planned phases, and carefully monitoring the impact of changes to ensure it is safe before moving on to the next phase.

- Phase one - gynaecological and breast surgery inpatient services transferred to Forrest ward enabling the closure of 14 beds on McCallum ward.
- Phase two – streamlining our orthopaedic inpatient pathway to enable the closure of five elective orthopaedic beds on Ella Rowcroft.
- Phase three - planning to close 22 general medical beds on Warrington, which is a short-stay acute general medical ward. In future, we plan to ensure acute short-stay medical beds are provided on Dunlop Ward, alongside the specialist cardiology beds that are already provided there. Staff who are directly affected by the changes will be supported to find suitable alternative roles within our Trust.

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In addition to the community services developments a number of changes have been made to improve flow of patients through our hospital and reduce delays to discharge. These include:

- Improving access to ambulatory care pathways that allow people to be assessed treated and discharged home on the same day when appropriate to do so
- Increasing the numbers of people discharged home before lunch time
- Increasing the numbers of senior Doctors available in the evenings and weekends

The recent review of acute services across the Devon Sustainable and Transformation Plan (STP) has confirmed that it is right to continue to provide stroke, paediatrics, maternity and neonatology as well as Emergency Department care.

New services, new partnerships, new ways of working, new technologies – many now in place and many more planned – our new model of care is becoming a reality driven by our dedicated staff and welcomed by the people who use our services.

Just some of the things people using our services are saying

"My thanks and gratitude for the efficient and caring work your team has carried out for my mother. Having sustained a hip fracture in March she was back home, with full support, in time to celebrate her 90th birthday. Please pass on thanks to the team members concerned for their patience and understanding. It has paid off and she is progressing well."

"I recently broke my ankle and have been receiving care ever since. It means a great deal to have somebody to come round to me at home without me having to make loads of journeys to hospital, getting friends to help. It's a great bonus to know that actually happens, that there is after-care without you having to book it or wondering if it's available – it just happens. I think that's really good!"

"I wanted to highlight what excellent service I received. I called with a minor issue regarding my son and was given helpful advice and put straight through to a nurse on the phone who advised I attended the minor injury unit. Upon arrival I was treated with respect by really helpful and personable staff and was seen almost immediately for treatment which was efficient, calm and considered. I really can't praise the whole package of interaction enough; it was an example of how amazing the NHS can be. The issue was only minor but was on holiday so this could have been really stressful and thanks to the staff it just wasn't a major issue."

We hope you find this update useful and that you can see we are making real progress towards our aim of supporting more people to be well and independent. If you would like to be added to the email list contact tsdft.communications@nhs.net

Devon Community Resilience Forum

The DCRF event held on 7 June at Whitstone Parish Hall was well attended with 35 attendees representing 20 communities. This was planned to be a smaller scale half-day event due to the general election the following day.

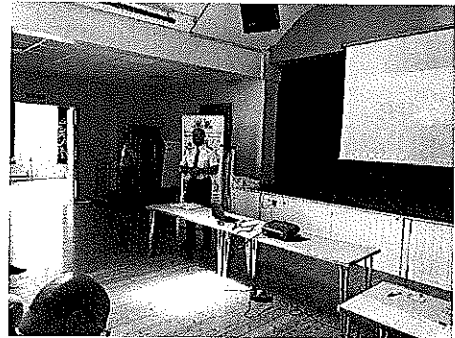


The session started off with three

excellent case studies from communities; Graham Barnell and colleagues from Newton St Cyres outlined their community's approach to resilience. Colin Pady from Colyton described their new drainage installation designed and installed in partnership with DCC, and assisted by a Resilience grant. Dave Hubbard and colleagues from St Thomas, Exeter outlined their very successful exercise testing their plan, working alongside other agencies.

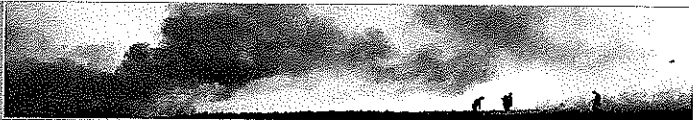
The morning was concluded with a presentation from the EA on the use of PPE and Health & Safety considerations for communities. A networking lunch followed allowing delegates to discuss how their plans are progressing and how to overcome issues they may be experiencing.

The next event is planned for November, this will be a full scale event and is planned to use a site with plenty of



parking and real estate for stands and demonstrations from agencies.

Be Wildfire alert



As we move into summer, many people will be encouraged to be outside, whether this is a causal stroll in the countryside or hiking across the moors.

Preventing wildfires is a matter of being vigilant and following a few simple steps. Whenever you are out and about, act responsibly:

- Make sure that cigarettes and matches are extinguished before disposing of them appropriately.
- Ensure disposable barbecues are used safely and only where allowed, checking that they are properly extinguished and disposed of once finished with.
- Follow all warning signs about fire risk – they are there for the safety of you and others.

- Dispose of all litter, including glass bottles, appropriately.
- Never light fires on moorland – not even gas stoves or barbecues.
- Be particularly vigilant in the uplands during any periods of warm, dry weather, and even more so when this coincides with strong winds.

Report any smoke or fire - call 999 immediately

If you see smoke or fire, it is important that you get yourself out of any danger and report it immediately. Delays in reporting wildfires mean that the damage caused is greater.

What happens if you call 999?

Upon calling 999, you will be asked a series of questions relating to the incident.

You need to provide both your location and the location of the smoke or fire. If you do not know exactly where you are, give the operator details

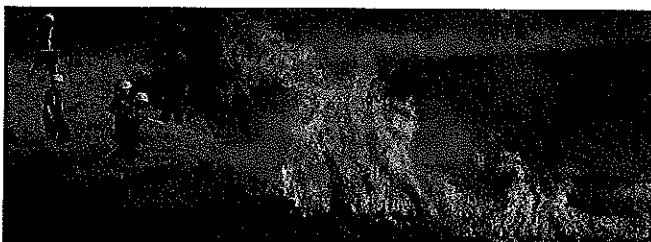
about the nearest village, or the point where you started from or are heading to, and any significant landmarks.

Controlled (or prescribed) burning is the planned use of fire within a defined area. If your call is placed during the burning season, Fire Control will check against a list of known controlled burning for the day. If the location is not included on the list, the Fire and Rescue Service will respond.

Do not be afraid to make that call – the Fire and Rescue Service would rather attend to a well intended false alarm than have an unreported incident turn into a major wildfire. The sooner they can respond to an event, the quicker and easier it will be for them to assess the situation and put the fire out, if needed.

The Dartmoor National Park website offers lots of useful information including advice for walkers, cyclists and riders. A useful aide memoire card can be downloaded and printed to carry with you:

www.bit.ly/moorland-fires





Check your boat for smooth sailing this summer



Devon & Somerset Fire & Rescue Service are encouraging all boat owners to take care when out on the waves and waterways this summer. www.bit.ly/safe-sailing

With the boating season under way, the fire service is keen that owners ensure they make vital safety checks and learn more about fire and carbon monoxide risks, to stay safe this summer when on the water. For more information follow this link www.bit.ly/boating-season

When a fire occurs on a boat its impact can be devastating, often leading to the vessel being destroyed. Follow simple top tips to keep your boat and those on board safe, or download this handy booklet and keep it on your boat to remind yourself of key tips. www.bit.ly/boat-booklet

Marc House, Community Safety Prevention Manager said: "The remote location of most moorings means that fire and rescue services can find it hard to get close to boating incidents. On many occasions this delay can result in the total destruction of the boat and surrounding property."

Fire can spread quickly on a boat even on water. The following advice and guidance will ensure you stay safe.

Smoke alarms

- Optical sensor alarms with hush buttons and 'sealed for life' batteries are best for boats.
- Fit alarms in places you will hear them clearly if they sound.
- Consider installing linked alarms that will go off at the same time.
- Test the alarm each time you board and never disconnect it or remove the batteries.

Carbon monoxide (CO) & gas detectors

- Fit a CO detector that is suitable for marine use and meets the British Safety Standards.
- Fit a bubble type leak detector in the gas locker.
- Push the detector button on a regular basis to check for leaks in the gas system.

Cooking on board

- Never leave cooking unattended and

turn cooking appliances off properly after use.

- Be extra careful if you are cooking with oil as it can easily set alight.
- Keep the cooking area clean - a build-up of grease can start a fire.
- Use a spark device to light a stove without its own ignition.
- Avoid cooking if you are under the influence of alcohol or prescription drugs.
- Standard BBQs shouldn't be used on boats.
- Ensure you keep the cabin well ventilated
- Keep fabrics away from cooker tops.
- Ensure all hobs have shut-off or isolation valves.

For further information about general boat fire and CO safety, visit the Devon & Somerset Fire & Rescue Service web page - Take Boat Safety on Board www.boatsafetyscheme.org/stay-safe



Lifeboats



Around 190 people accidentally die at the British and Irish coasts each year, with around half never intending to go into the water in the first place.

The RNLI is the charity that saves lives at sea. Respect the Water is a vital part of the RNLI's work to halve coastal drownings by 2024.

Everyone can play a role in helping the RNLI prevent drowning.

Look out for Respect the Water adverts in cinemas, on billboards and online and listen out for it on radio stations across the UK and Republic of Ireland this summer.

Fight your instinct, not the water

Everyone who falls unexpectedly into cold water wants to follow the same

instinct, to swim hard and to fight the cold water. But when people fight it, chances are, they lose. Watch the film, www.respectthewater.com/how-to-float/ share it with your mates, and use the hashtag #RespectTheWater on social media.

If you find yourself unexpectedly in the water, do as little as possible, and float.

If you see someone in trouble in the water - Stay safe.

All too often, people's first instinct is to go into the water. As a result, too many

people drown trying to save others or their pets.

If you see someone in danger of drowning at the coast, dial 999 or 112 and ask for the coastguard straight away. Look for something that floats or that they can hold on to and throw it out to them.

Remember there are two simple pieces of advice that can help save lives this summer - float to live and call 999.

The more people are aware of this advice, the more chance everyone has of staying alive.

Pass this on.

Stay Safe



Would you know what to do if the unthinkable happened and you found yourself caught up in a Paris-style terror attack?

There is also a shorter animated 20 second version of the film: www.bit.ly/animated-RHT.

Many of us like to think we would know what to do but in the heat of the moment, quick decisions could mean the difference between life or death.

Recent events in the UK and around the world remind us all of the terrorist threat we face, which in the UK is considered as 'SEVERE', meaning an attack is highly likely. Police and security agencies are working tirelessly to protect the public but it is also important that communities remain vigilant and aware of how to protect themselves if the need arises.

Devon and Cornwall Police are among forces promoting a video campaign, that offers guidance on what actions to take in the event of a terror attack as Britain remains on severe terrorism alert.

The video (www.bit.ly/stay-safe-RHT) is called Run, Hide, Tell and advises on the best way to survive such an atrocity.

Further information and support

For assistance with community Emergency Planning your first point of contact is your City, District or Borough Emergency Planning Officer.

You will find them listed below for reference and remember they are all there to help you!

Don't forget, the Devon Communities Together website has lots of useful information for both individuals and communities:

- ✔ www.devoncommunities.org.uk
- ✔ What we do
- ✔ Devon Community Resilience Forum

RUN



Run to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go, then...

HIDE



It's better to hide than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it is safe to do so...

TELL



Tell the police by calling 999.

Useful information:

CLEAR Plan	www.dcisprepared.org.uk/a-clear-plan
Floodline	0345 988 1188
Environment Agency	www.gov.uk/flood
Consumer Council for Water	www.ccwater.org.uk
National Flood Forum	www.floodforum.org.uk
Blue Pages Directory	www.bluepages.org.uk
Association of British Insurers	www.abi.org.uk or 020 7600 3333
British Insurance Brokers Association	www.biba.org.uk or 0870 950 1790
Royal Institute of Chartered Surveyors	www.rics.org/flooding
Know Your Flood Risk campaign	www.knowyourfloodrisk.co.uk

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