



**AGENDA FOR THE PEOPLE COMMITTEE**  
**THURSDAY 14<sup>TH</sup> SEPTEMBER 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 14<sup>th</sup> September 2017 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 13 <sup>th</sup> July 2017.	Minutes enclosed.
3	<i>NP and OSSR&amp;WB Policy review of Allotment issues.</i> Note: OSSR&WB Policy is on the TTC website under the NP section.	Section from full document enclosed.
4	To consider the taxi licence policy consultation by South Hams District Council. The full revised policy can be found at: <a href="http://www.southhams.gov.uk/article/3408/Taxi-Licensing-Policy">http://www.southhams.gov.uk/article/3408/Taxi-Licensing-Policy</a>	Summary of main changes enclosed.
5	To consider the requirement for a Parish Plan.	Document enclosed.
6	To consider amendments to the Buskers Badge policy.	Document enclosed.
7	To consider a new premises licence application for the Elmhurst Site for 7 <sup>th</sup> October 2017.	Document enclosed.
8	To note the draft programme for the Caring Town event 'Keeping Young Totnes Safe' on 14 <sup>th</sup> October 2017.	Document enclosed.
9	To note the works programme for the Homeless Shelter building.	Update enclosed.
10	To note the date of the next meeting – <b>Thursday 12<sup>th</sup> October at 9.45am.</b>	

Sara Halliday  
Administrator

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

**Present:** Cllr J Sweett (Chair), Cllr M Elliot-Smith, Cllr B Piper, and Cllr T Whitty.

**In Attendance:** Sara Halliday (Administrator), Cllr J Hodgson, Public and Press.

**Apologies:** Cllr N Hart-Williams, Cllr A Simms, and Cllr K Sermon.

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, Simms and Sermon 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.	Andrew Thompson of Plymouth Bike Hire explained the principle behind Donkey Republic hire bikes – a global company specializing in one way bike hire controlled by a phone app - which he is currently running in Plymouth, and which he believes would suit Totnes' renewable transport aims. Cllr Hodgson is raising the scheme with DCC. It was <b>AGREED</b> that People Committee Councillors are supportive of the Donkey Bike scheme.
<i>The Committee will reconvene to consider the following items:</i>		
2	To deal with any matters arising from 22 <sup>nd</sup> June 2017.	Item 2 – Agreed by Full Council. TTC staff will look into ownership of the Mill Leat with the Land Registry. Item 5 – Agreed by Full Council. Item 7 – Item 5 on today's agenda. Item 8 – Item 4 on today's agenda. Item 9 – Agreed by Full Council. The Open Register is being purchased from SHDC. Item 10 – Agreed by Full Council. Item 11 – Agreed by Full Council. A Red Ensign flag has been purchased to be flown by St Mary's Church. Councillors suggested that flying the flag from the flagpole opposite the war memorial would be a fitting tribute to the lives lost by the Merchant Navy during the First and Second World Wars. Item 13 – Agreed by Full Council.
3	To consider the implementation of the Community Engagement Plan.	Cllr Whitty explained that the policy has been adopted by TTC but more needs to be done to put it into practice, with Community Budgeting being a good start. It was <b>AGREED</b> to set up a working group in September 2017 to highlight short and long term options for meeting the policy objectives.
4	NP and OSSR&WB Policy review - Allotments. Note: OSSR&WB Policy is on the TTC website under the NP section.	Cllr Whitty set out the various sections of the OSSR&WB Policy and the outcome of the review is to set criteria for the Neighbourhood Plan. It was <b>AGREED</b> to review allotment issues at the next meeting. It was agreed to <b>RECOMMEND</b> to Full Council that allotments are important and TTC wish to see them included in all new housing developments.
5	To review the induction process for Link Councillors.	It was <b>AGREED</b> that TTC office staff would check whether there are any statutory requirements for councillors to engage with specific outside bodies. It was agreed to <b>RECOMMEND</b> to Full Council that: the TTC website lists link councillor responsibilities next to an individual's name; and that the TTC office should contact all outside bodies that TTC sit on to update in any change of personnel and contact details.
6	To consider the South	It was agreed to <b>RECOMMEND</b> to Full Council that the following areas are

	Hams District Council consultation on Public Spaces Protection Orders for Alcohol.	added to the Public Spaces Protection Orders for Alcohol in Totnes: <ul style="list-style-type: none"> <li>• The Lamb and Heath's Gardens</li> <li>• Outside Leatside Surgery</li> <li>• Outside The Grove and St John's Schools</li> <li>• The footpath from Coronation Road through to Babbage Road.</li> <li>• Pedestrian area outside of the Town Mill and Morrison's car park.</li> </ul>
7	To consider Cllrs attending the Caring Town Skill Share: Evidence of our Community's Unmet Needs, Wed 19 <sup>th</sup> July.	Noted. It was <b>AGREED</b> to circulate the invite to all Councillors.
8	To note the South Hams District Council news release 'A consistent approach to events' which if passed will take effect from 1 <sup>st</sup> April 2018.	Noted. It was <b>AGREED</b> to ask SHDC for clarification on charges, e.g. is there any discretion on hire fees of various public spaces, or will one charge be applied for multiple events made under the same booking, for example the Christmas Markets.
9	To note the South Hams District Council news release 'Council seeks comments on Pay and Display Changes'.	Noted.
10	To note the NHS Acute Services review outcome, and the Torbay and South Devon NHS Stakeholder July 2017 newsletter.	Noted.
11	To note the Devon Community Resilience Forum Summer 2017 newsletter.	Noted.
12	To note the date of the next meeting.	Thursday 14 <sup>th</sup> September at 9.45am.

CHAIR

### **ITEM 3 - 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

## ITEM 4 - TAXI LICENCE POLICY CONSULTATION

### Main changes from current policy

1. All new vehicles (and all current vehicles from January 2023) should meet an N-CAP safety rating of 4 or 5 stars.
2. All vehicles must be tested either yearly (under 3 years) or twice a year (over 3 years) at an approved vehicle testing centre. The test will follow the requirements set out by the Freight Transport Association. Vehicles over 10 years will also be inspected yearly by a licensing officer.
3. Removal of vehicle age policy. As long as the vehicle meets the inspection requirements and required specifications it will be licensed regardless of age.
4. Fire extinguishers and first aid kits will now be optional, but will be recommended. Where they are available drivers will be advised to complete training prior to use.
5. Plate display and signage exemptions available for private hire vehicles where operators wish to carry out contract work.
6. Requirement for additional vehicle test when towing trailers.
7. Information about list of licensed wheelchair accessible vehicles and expectations of those on the list. Also specified expectations of all drivers in relation to disabled passengers, including the carriage of guide and assistance dogs.
8. New policy not to licence hackney carriage vehicles that are not mainly used within the area.
9. New specific requirements for wheelchair accessible vehicles and limousines/novelty vehicles.
10. Only manufacturer's tint permitted on windows, no tinted film.
11. Requirement to display window stickers inside the vehicle next to every passenger seat (where possible) with details of the licence plate number, expiry date etc and information on what to do if passengers have any concerns about the driver or the vehicle.
12. Where a vehicle licence holder does not also hold a hackney carriage and private hire driver licence, they must provide a basic disclosure and complete a declaration of convictions form.
13. The convictions policy has been updated, mainly in relation to the amount of time since a conviction before an application will usually be considered/licence granted.
14. Removal of current vehicle advertising restrictions. All advertising proposed must have approval before to make sure nothing inappropriate or offensive is displayed.
15. Policy that engines should not be kept running at taxi ranks or where vulnerable groups meet, such as schools, hospitals and care homes. Lower fees for ultra-low emission vehicles to encourage more drivers to use them.
16. New guidance for those wishing to install CCTV in their vehicles.



Totnes Town Council Administrator &lt;administrator@totnestowncouncil.gov.uk&gt;

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**Fwd: Parish Plans**

1 message

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

9 August 2017 at 17:40

People committee?

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

From: **Info - Devon Communities** <info@devoncommunities.org.uk>

Date: Tue, Aug 8, 2017 at 12:48 PM

Subject: Parish Plans

To:

A message from Devon Communities Together,

We will soon be thinking about our winter programme of support for community led planning projects, commonly known as parish plans.

Parish plans give communities the opportunity to think about and plan how they will develop socially, economically and environmentally. Though no longer eligible for government funding, parish plans continue to be popular and a 'turn-key' to many community projects, developments and resources.

Devon Communities Together has continued to support communities wishing to develop a plan as we see such activity as essential to successful rural development in its broadest sense, community wellbeing and sustainability. A parish plan is often the starting point for local initiatives as well as a way of improving the support and services provided by external organisations.

We believe that the flexibility of the process and the exercise of local control of the methods of achieving a plan, provide the best environment for people to come together to consider the future of their communities.

Though any group of residents can start a parish plan, it is usually the parish council that takes the initiative and gets the process underway. However, we expect the community at large to get involved; the task shouldn't fall on the shoulders of parish councillors alone.

How we can help:

Outlining the benefits and processes to either parish councils or community gatherings.

Providing guidance on how to develop a plan, including a 'toolkit', supporting materials and examples of parish plans.

Supporting the initial stages of getting a plan underway and providing ongoing advice and guidance.

Helping the review and updating of existing plans. A plan should be continuously monitored and refreshed about every five years.

Help to get 'stuck' plans moving.

Guidance on implementation techniques to help your community get full value from its efforts.

If you would like to discuss any aspects of our community led planning service, please contact:

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## ITEM 6 – Buskers Badge Policy Review

### **Busking Licences**

There have been issues (reported by the local police and the Totnes Times) about beggars in Totnes applying for busking badges as a way of getting around Operation Applerose, the police crackdown on illegal begging in the town. It has highlighted some vulnerabilities in the current Totnes Town Council process of the issuing of busking badges, although the code of practice is comprehensive.

Proposal – that the issuing of busking badges is suspended with immediate effect pending a review of TTC's procedure and policy. The review will include:

- Issuing badges for a set duration (they are currently open ended);
- Limiting the number of badges to be issued for each period of time (currently no limit);
- The individual's photograph to be provided at the time of application (not attached retrospectively as is currently the case);
- Badges to be completed and laminated by Office staffs to ensure that they cannot easily be copied and passed on.
- Potential role for a Town Ranger in enforcement, should this concept be funded and staffed in 2018.



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

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## New premises licence application - Elmhurst Site, KEVICCs, Totnes

1 message

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Naomi Stacey <Naomi.Stacey@swdevon.gov.uk>

21 August 2017 at 10:06

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

Dear All Members and Town/Parish Clerks

We have received a new premises licence application from Totnes Community Development Society for The Elmhurst Site (grid reference SX 79891 61095), opposite (and part of) King Edward VI Community College, Ashburton Road, Totnes, Devon, TQ9 5JX.

The application is for a one-day festival on 7<sup>th</sup> October 2017. Licensable activities: sale of alcohol for consumption on the premises from 11:00 to 22:30; regulated entertainment (live and recorded music, performance of dance and other similar activities) from 11:00 to 23:00.

If you would like to make a representation, please send to the Licensing Department at South Hams District Council or email [licensing@swdevon.gov.uk](mailto:licensing@swdevon.gov.uk) no later than **15<sup>th</sup> September 2017**. Please do not hesitate to contact me if you have any questions.

Kind regards

Naomi

Naomi Stacey | Specialist – Licensing

South Hams District Council | West Devon Borough Council

[naomi.stacey@swdevon.gov.uk](mailto:naomi.stacey@swdevon.gov.uk)

01803 861268

onecouncil

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ITEM 8

## Draft Programme for the Caring Town event: "Keeping Young Totnes Safe"

Date: October 14 2017-07-17 Time 11am-1.30pm

Venue: Rushbrook

Light refreshments will be available

### Aims of the event:

- Raise the safeguarding issues across Totnes with particular reference to the misuse of drugs and alcohol
- Give information about what support is available and how to access it
- Enable parents and carers to share issues and ideas to support each other
- Discuss the ways in which parents and carers can discuss the issues together with their children
- Give information about the range of participative activities which are available to young people in Totnes, for example in the areas of, Art, Drama, Sport and exercise, Guides/Scouts, volunteering
- Generate new ideas for how we can respond as a whole community to the challenge of "Keeping Young Totnes Safe?"

### Who is invited?

- Parents and carers of children and teenagers
- Any other members of the community who would like to get involved in helping to build a positive community response to these issues
- Young people who wish to contribute to the programme
- Organisations and individual practitioners, voluntary and statutory, who are engaged in supporting children, young people and their families who are involved or concerned about the misuse of alcohol and drugs within this area.
- Groups and organisations which provide activities for young people

NB: the safeguarding group agreed that this event should be aimed at parents/carers and a family as we identified a gap in what is available for them. However we also felt that that another event may follow which is primarily for young people

### Format

All participating organisations will have a stall/presence in the room. Lists of what activities are available now for young people will be available. This is not an appropriate event for individuals to get personal advice and support so it is anticipated that there will be a desk which takes names and contact details of those who may want a follow up call or appointment

11.00 am-11.15am

- Introduction by Caring Town : Why this event and details of the event

11.15-1.00: each key organisation e.g.: police, health, drugs advisory, Schools' family support, councils will run a series of 3x20 min session (a 10 min handover time will be built in). Those running these sessions will have a space set up for no more than 12 people at a time. Young people if they were interested and willing could support those running these sessions?

- When not attending set sessions people will be free to visit the other stalls

1.00pm: Plenary discussion: what would people like to happen next? Any volunteers to join in the strategic work help with fundraising etc

## **ITEM 9 – Homeless Shelter**

The SHDC Homeless Shelter works programme is currently projected to end on 7th December. The building will need to be finished and signed off before any other works can start on the interior, but there can be some overlap in terms of design of the internal space.