



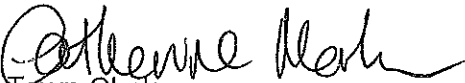
AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 4TH SEPTEMBER 2017 AT THE GUILDHALL TOTNES

You are hereby SUMMONED to attend the Meeting of the Council, which is to be held in the Guildhall, Totnes on **Monday 4th September 2017 at 7pm** for the purpose of transacting the following business:

No	Subject	Comments
1	To receive apologies.	
2	The Mayor will request confirmation that all Members have made any amendments necessary to their Declaration of Interests, if appropriate.	
3	<p><i>The Council will adjourn for the following items:</i></p> <p><u>Public Question Time:</u> A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Council or other items that affect Totnes.</p> <p><u>Reports from County and District Councillors</u></p> <p><u>Police Report if submitted</u></p> <p><i>The Council will convene.</i></p>	<p>3a) Report Cllr J Green 3b) Report Cllr J Birch</p>
4	<p>To approve and sign the Minutes of the following Meetings :</p> <p>a) Place Committee - 29th June b) Full Council - 3rd July (Part 1 and 2) c) People Committee - 13th July d) Operations Committee - 24th July (Part 1 and 2) e) Extraordinary Full Council - 17th August (Part 1 and 2)</p>	<p>Enclosure Enclosure Enclosure Enclosure Enclosure</p>
5	<p>To discuss matters arising and consider committee recommendations (Please note confidential recommendations can be agreed but any discussion must be held in Part 2):</p> <p>a) Place Committee - 29th June b) Full Council - 3rd July (Part 1 and 2) c) People Committee - 13th July d) Operations Committee - 24th July (Part 1 and 2) e) Extraordinary Full Council - 17th August (Part 1 and 2)</p>	Enclosures as 4a) to 4e)
6	To consider amendments to the Buskers Policy	Enclosure
7	To review the Community Budgeting timeline and resources	Enclosure and additional information to be tabled at the meeting
8	To receive an update on the Devon Air Ambulance proposal and next steps	Enclosure
9	To consider out of hours contacts for the Council's alarm company	Verbal update from the Town Clerk
10	To note the Draft Neighbourhood Plan and to consider if any amendments should be suggested.	Enclosure
11	To consider the Arts Working Group Minutes and the transfer of £250 from Community Outreach budget to support the proposed Children's Event in the Civic Hall	Enclosure and verbal update from the Town Clerk
12	To note the update from Caring Town and the cost of continued service in 2018	Enclosure and verbal update from the Town

		Clerk
13	To note the latest information on Destination Management and the Visitor Information Point in the Guildhall	Enclosure and verbal update from the Town Clerk
14	To consider the relocation of the bench situated outside the Town Mill	Verbal update from the Town Clerk
15	To assess the purpose and structure of a Council Venues Working Group	Verbal update from the Town Clerk
16	To note the Caring Town event on 14th October	Enclosure
17	To consider the TTF minutes of 10th May 2017 and 28th June 2017 (draft)	Enclosures
18	To update Councillors on Transparency Code requirements	Verbal update from the Town Clerk
<i>The Council will be asked to RESOLVE to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>		
19	To consider moving HR advice provider (confidential commercial information)	Verbal update from the Town Clerk
20	To receive an update on the rigging in the Civic Hall and consider how to proceed (confidential commercial information)	Verbal update from the Town Clerk
21	To discuss matters arising from the Part 2 minutes (if required)	
22	<p>To confirm future dates:</p> <ul style="list-style-type: none"> • Paige Adams Meetings - Monday 6th November at 6pm • Full Council Meetings - Mondays at 7pm - 2nd October, 6th November, 4th December • Operations at 5pm - Monday 25th September, Monday 23rd October, Monday 27th November. • Personnel at 5pm - Monday 9th October, Monday 20th November • Planning and Place 4pm - 14th Sep, 5th October, 26th October, 16th November, 7th December. • People 9.45am - 14th September, 12th October, 9th November, 14th December. • Arts Working Group - next date to be confirmed w/b 18th September. • SHDC Mayors and Clerks meeting - 20th September. If you have any issues you would like raised with SHDC please let me know by Wednesday 6th September so I can submit to the agenda. • Civic Service - Thursday 19th October • Remembrance Sunday - 12th November 	

Catherine Marlton


Town Clerk

3a

District Councillor's Monthly Report
August 2017

John Green, SHDC Councillor for Totnes

Key message

- **Consultation on the creation of One Council covering the South Hams and West Devon.** The public consultation on the proposal to create a new Council to cover the whole of the South Hams and West Devon, replacing the two existing District Councils, is running until 8th October. Once the consultation is complete and the results are available, District Councillors will meet to decide whether or not to propose to the Secretary of State that legislation be put forward to disband the existing Councils and replace them with a new one. For the record, I voted for there to be a consultation – I will listen to residents' and Councillors' concerns and then decide whether or not to vote for the change.

One of the key issues will be that South Hams residents will see an increase in Council Tax totalling £62.97 for a Band D household introduced during a transitional period (it is not yet decided how long this will be), as well as up to a further £5 per year, plus any increases introduced by Devon County Council, the town council, the fire services and police. There is also the question regarding whether the new Council, which will cover a much larger area, will become less representative of local needs.

There are two meetings for Town and Parish Councils to discuss the proposal: Rattery Village Hall, 7.00 – 8.30 pm on Thursday 14th September 2017 and in the Cary Room, Follaton House, Totnes, 7.00 – 8.30pm on Tuesday 19th September 2017. And there are two meetings being arranged in Totnes for the public: Totnes Weekly Market on Friday 8th September 9am – noon and at the Civic Hall on the same day from 6pm – 8pm.

- **Showers on Steamer Quay.** I was asked by Cllr Marion Adams to find out from SHDC whether a notice can be placed outside the Totnes Boating Association club house on Steamer Quay advertising that there are showers available for visiting sailors. SHDC is happy for this to go ahead and will pay for a sign. It would be helpful to find someone who will liaise with SHDC to decide on its wording and location. In addition, a similar notice can then be put on the Dart Harbour Authority website.
- **Market policy.** A new market policy is being prepared by South Hams District Council to help ensure that the way in which the markets are managed is made clear. An Officer from the Council will get in touch with the Town Council to discuss it, along with the market strategy.
- **Joint Local Plan.** The Joint Local Plan has now been submitted to the Planning Inspectorate and it is expected that a public examination will be held in the Autumn to consider the submissions made.
- **Business rate relief.** Changes to business rates has meant that many businesses have seen an increase in their bills. South Hams District Council has been given £307,000 for the 2017/18 financial year and is considering making a one-off lump payment of £800 (but no more than the actual increase in the rates bill) to businesses that have seen an increase due to the revaluation. If approved, businesses will be encouraged to submit a simple online application to receive the payment. A discretionary award is also being considered, regardless of their eligibility for the lump sum payment, in cases where the award will be of benefit to local taxpayers and the ratepayer provides goods or services to the benefit of South Hams residents. More information will be available in the Autumn.

John Birch
SHDC Member for Totnes

Report for Totnes Town Council
meeting to be held on Monday 4 September 2017

I report on the following matters;

Possible merger of South Hams District and West Devon Borough Councils

As previously reported SHDC are considering the creation of a single Council resulting from a possible merger of South Hams District Council and West Devon Borough Council. The proposal is currently out for consultation and it is hoped that the Town Council will make its views known prior to the end of the consultation period on 8 October 2017.

I am opposed to the proposed merger for the reasons set out below and spoke and voted against it when it came before Full Council on 27 July 2017.

My reasons for opposing the proposed merger are as follows;

1. West Devon's Council Tax is 40.51% higher than South Hams (Band D). The proposed merger will require South Hams taxpayers to face substantial Council Tax increases over the next few years in order to catch up with West Devon. Meanwhile West Devon's increases will be minimal.
2. South Hams is currently in a healthy financial position whereas West Devon is in debt. The proposed merger will require South Hams taxpayers to take on West Devon's debt burden.
3. Although in debt West Devon has recently decided to borrow £25 million to invest in commercial property in other parts of the country. South Hams has considered such an investment policy to be too risky. The proposed merger will require South Hams taxpayers to take on West Devon's risky investment policy.
4. The merged council will in all probability have its new headquarters away from Totnes and there is talk of Sherford. The cost of a new headquarters is a concern along with the future of Follaton House.
5. The formation of a much larger district council will make this form of local government even more remote.

Proposed telecommunication mast at Babbage Road, Totnes.,

As previously reported Vodafone and Telefonica submitted an application for a

determination as to whether the prior approval of SHDC will be required as to the siting and appearance of the proposed telecommunication mast at Babbage Road, Totnes .

There was local concern as to the proposed positioning of the proposed mast and the detrimental effects it may have on the health and medical condition of those living and working nearby. At the recent planning meeting I requested the committee to call on the applicant to make a full application and that consideration be given to the proposed mast be sited away from a residential area. This view was supported and the applicant has been requested to make a full application.

I have written to the agent acting for Vodafone and Telefonica and requested that in making their application they consider siting it away from a residential area. The agent has responded by stating that his clients are considering whether or not to proceed with the application in Totnes.

SHDC investment in commercial property

I previously reported on SHDC considering the possibility of investing in commercial property in order to raise revenue to alleviate a possible future financial shortfall. I opposed this proposal on the grounds of it being too high risk. SHDC's Audit Committee was of a similar view and the Executive subsequently withdrew the proposal for the time being.

Draft Totnes Neighbourhood Plan

As you aware the Draft Totnes Neighbourhood Plan is currently out for consultation. There are two proposed policies that concern me and which I believe could give rise to future difficulties especially during the referendum stage. They are as follows;

Policy STQ 1 - Steamer Quay

Policy MSQ 2 - Town Centre Car Parks

I briefly set out below some of my concerns.

Policy STQ 1 - Steamer Quay

- My interpretation of this proposed policy is that it would result in the wholesale redevelopment of the area running from the caravan site down to the rowing club. There is mention of "reprovisioning" of some existing occupiers. This throws up the following questions;
- What is the extent of the proposed "wholesale redevelopment"?
- Which of the existing occupiers will be required to be "reprovisioned"?

- Where will they be "reprovisioned"?
- Why redevelop buildings that have only recently been constructed?
- Wouldn't the development of residential development in or about Steamer Quay completely change the character of the area, that seems to be cherished by many residents and visitors in its current form?
- Why the need for residential development in this area when it is not included in the draft JLP?

At a recent Neighbourhood Plan Steering Group meeting I stated that this proposed policy will meet opposition and could put at risk the approval of the Plan during the referendum stage. I have requested the Steering Group to seriously consider deleting this proposed policy.

Policy MSQ 2 - Town Centre Car Parks

The proposed policy makes reference to "Proposals for redevelopment of any land currently used for town centre car parking". Such redevelopment could be interpreted to include the provision of residential development. The JLP T3 proposals included the provision of residential development on various town centre car parks and as Town Councillors well know this proposed policy was withdrawn by SHDC after a public outcry. As I see it there is a possibility that Policy MSQ 2, if adopted, could result in the reinstatement of part of the T3 proposals. I am sure there will be protests if this is the case.

As such I have proposed to the NP Steering Group an amendment to this policy that will remove the threat of residential development without a community-led master plan, which in any event should be the subject of the widest possible consultations.

I am concerned that in the event of the current proposed policy MSQ 2 being advanced it will be met with opposition and this too could risk the approval of the Plan during the referendum stage.

Apology

I will be away and unfortunately will be unable to attend the meeting on 4 September. I offer my apologies.

Cllr John Birch
SHDC Member for Totnes

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**MINUTES OF THE PLANNING AND PLACE COMMITTEE
THURSDAY 29TH JUNE 2017 AT THE GUILDHALL TOTNES**

Present: Councillors Vint (Chair), Hodgson, Paine, and Sermon.
 In Attendance: Sara Halliday (Administrator), public and press.
 Apologies: Councillor Hendriksen.
 Not Present: Councillor Hart-Williams.

No	Subject	Comments
1.	To receive apologies and to confirm that any absence has the approval of the Council.	It was RESOLVED to accept the apologies.
	<i>The Committee will adjourn for the following items:</i>	
	A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.	Five members of the public spoke who all raised concerns about the application to site a telecommunications mast in Babbage Road (see item 5.1). The public felt that there were issues around: adverse health effects from emissions from such masts – a number of those represented are suffering ill health, including cancer and electro-sensitivity; proximity of the proposed mast to those existing masts already in the vicinity of Borough Park Road – household radiation monitors are registering high levels of radiation; the lack of scientific research into the long-term effects of mast signal emissions – evidence is required to prove these masts are safe.
	<i>The Committee will convene to consider the following items:</i>	
2	To approve the minutes of the meeting of 8 th June 2017.	Agreed. However, under item 4.1 the matter of an access road for the Riverside development will be raised with DCC.
3	To elect a deputy Chair.	
4	To note the following tree works decisions: Works to Trees in a Conservation Area: 4.1) Grant of Conditional Consent - 0725/17/TCA – T1: Walnut – lateral crown reduction by approx 2m, cuts to be no more than 75mm diameter, crown thin by approx 10% to remove crossing branches and epicormic growth. 1 Cistern Street, Totnes, TQ9 5SP.	Noted.
<u>NOTE: Cllrs JH and RV observe and do not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.</u>		
5	To make recommendations on the following planning applications: To make recommendations on the following planning applications: 5.1) 2021/17/COM Application for prior notification of proposed development by telecommunications code	Applications available on the SHDC website – www.southhams.gov.uk Questions to be raised with SHDC: • What health risk assessment has been

	<p>system operators for 17.5M shrouded monopole, 2no. microwave dishes and 2no. equipment cabinets. Highways Land off Babbage Road, Totnes.</p> <p>5.2) 1865/17/ADV – Advertising consent for rebranding of external sign work (resubmission of 0708/17/ADV). Morrisons, Coronation Road, Totnes, TQ9 5GN.</p> <p>5.3) 1837/17NMM – Non-material minor amendment application to relocate of customer entrance door following grant of planning consent 0088/17/VAR. Morrisons Filling Station, Station Road, Totnes, TQ9 5HW.</p> <p>5.4) 0613/17/FUL – Change of use from 2 storey garage/store room to 2 storey dwelling. Mannamead, 2a Sparrow Road, Totnes, TQ9 5PR.</p> <p>5.5) 2103/17/POD – Prior approval for a proposed change of use of a building from office use (Class B1(a)) to a dwellinghouse (Class C3). Rear of 24 Fore Street, Totnes, TQ9 5DX.</p> <p>5.6) 1970/17/LBC – Listed building consent to change the colour of paintwork to doors and windows. The Town Mill, Coronation Road, Totnes, TQ9 5DF.</p> <p>5.7) 1886/17/VAR – Variation of condition 2 (approved plans) of planning consent 2621/15/FUL (erection of 1 no dwelling) for changes to location of building, external material, removal of sun space, reduced roof glazing to allow for solar panels and reduced eaves and verge line. Land Adjacent, Weir Nook, Weirfields, Totnes.</p> <p>5.8) 1928/17/NMM – Non-material amendment application following grant of planning permission 56/2567/14/F. Printer's Pie, South Street, Totnes, TQ9</p> <p>5.9) 1464/17/HHO – Householder application to build a retaining wall to level part of the back garden. Greeba, Bridgetown Hill, Totnes, TQ9 5BN.</p>	<p>carried out for this type of mast and its operating effect when considered alongside other nearby masts?</p> <ul style="list-style-type: none"> • Who owns the land for the proposed mast site? • Visual amenity concerns – does the mast need to be so high? • What is the assessed justification of need? <p>Objection – the illuminated column will disrupt the wildlife corridor along the Mill Leat. There are currently no illuminated signs in Totnes.</p> <p>No objections.</p> <p>No objections.</p> <p>Cllr Vint declared an interest. No objections.</p> <p>Cllr Vint declared an interest. Cllrs did not object to the painting of woodwork but requested that a heritage shade of white is used.</p> <p>Cllrs Hodgson and Vint declared an interest. No objections.</p> <p>Insufficient information to make a decision – the conservatory is not clearly indicated on the plans.</p> <p>No objections.</p>
6	<p>To note the SHDC Development Management Briefing Paper for June 2017.</p>	<p>Noted. Cllrs were concerned about the proposal to end the distribution of hard copy planning documents. Having large paper plans to examine as part of the Committee's scrutiny of applications is extremely important.</p>

7	To note the Slapton Line Partnership public consultation in July inviting suggestions on how to protect the Slapton Line and A379 road from lowering beach levels and storm damage.	Noted. This is an important wildlife area.
8	To note the following event requests received by SHDC: 8.1) Totnes Young People's Street Theatre, Shady Gardens, 1 st July 2017. 8.2) Family Fun Dog Show, Longmarsh green space, 8 th July 2017. 8.3) Totnes 10K race and 1 mile fun run, Borough Park, 6 th August 2017. 8.4) Beer, Wine and Food Festival, Borough Park, 19 th August 2017.	Noted. Noted. Noted. Noted.
9	To note the proposed date of the next meeting – 20th July 2017 at 4pm in the Guildhall.	Date to be reviewed as Cllrs Hodgson and Vint are unavailable.

ENDED 5:20PM

CHAIR





4b

DRAFT MINUTES OF THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 3rd JULY 2017 AT THE GUILDHALL TOTNES

Present: Councillors R Adams (Chair), Paine, Westacott MBE, M Adams, Whitty, Simms, Sermon, Vint, Hodgson, Piper, Elliot-Smith, Barker and Sweett.

Apologies: Councillors Cohen, Hendriksen, and Hart-Williams.

In Attendance: Catherine Marlton (Town Clerk), Christina Bewley (Deputy Clerk), Peter Bethel (Town Sergeant), District Councillor Green, District Councillor Birch, Soundart Radio, 1 member of the press and 3 members of the public.

No	Subject	Comments
1	To receive apologies.	Apologies were given by Councillors Cohen, Hendriksen and Hart-Williams. It was RESOLVED to accept the apologies.
2	The Mayor will request confirmation that all Members have made any amendments necessary to their Declaration of Interests, if appropriate.	There were no amendments.
3	<p><i>The Council will adjourn for the following items:</i></p> <p><u>Public Question Time:</u> A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Council or other items that affect Totnes.</p> <p><u>Police Report if submitted</u></p> <p><u>Reports from County and District Councillors</u></p>	<p>A member of the public spoke about the need for a public spaces exclusion order, and the issue of beggars and drug dealers in the town.</p> <p>A member of the public raised his concerns over rubbish in the Leat, the need for action to stop seagulls being a nuisance, dealing with the homeless, and the problem of graffiti in the town.</p> <p>A member of the public advised that the panels taken for restoration from the Guildhall are now back, and that the front of the Museum has been repainted but the traffic through the town was a problem whilst carrying out this work.</p> <p>None.</p> <p>Cllr Green gave a brief summary of his written report. The issue of charging for all events was discussed and it was agreed that Totnes Town Council objects to the mandatory charging of a fee for all events. Cllr Green advised that there were two consultation exercises carried out prior to the approval of changes and that it will now go to the Executive of SHDC for final approval. Cllr Birch explained that it is an increase in fee not a new fee, and that a charge will only be made for closure of a carpark due to an event if all other car parks are full.</p> <p>Cllr Birch gave a brief summary of his written report. He confirmed that a proposal for no car parking charges for charitable events will be going to Full Council. With</p>

	<p><i>The Council will convene.</i></p>	<p>regards to the charging for events, this was discretionary for charitable events but will now be mandatory. He suggested that locality funding could be used to cover the fees. It was RESOLVED that the Clerk would write a letter to SHDC expressing the Council's concern over this matter.</p> <p>Cllr Vint reported that the Recycling & Waste working group are carrying out a review. The Council need to provide their opinion on the Public Spaces Exclusion order and that the People Committee should look at this. Cllr Simms explained that the exclusion order does not mean a ban but gives the Police extra powers. The proposed merger of SHDC and West Devon Council was discussed. Cllr Vint explained that there is already some shared working in place and therefore savings could only be made by equalising council tax. Cllr Vint has looked into fire safety in Council residential properties in light of the Grenfell Fire disaster.</p> <p>Cllr Hodgson handed out her written report and apologised for it being late. She gave a brief summary of the report. The sale of Parkers Barn has not gone through yet due to issues with flooding and Cllr Hodgson would like the Council to support her suggestion that SHDC buy it to develop for social housing. It was RESOLVED that the Clerk would send a letter giving the Council's support for this idea. Cllr Hodgson also wants the Council's support for Donkey Bikes, a bike hiring scheme, being proposed for the town.</p>
4	<p>To approve and sign the Minutes of the following Meetings :</p> <ul style="list-style-type: none"> a. Full Council - 5th June 2017 b. Place Committee – 8th June 2017 c. Operations Committee – 19th June 2017 d. Personnel Committee – 21st June 2017 (CONFIDENTIAL) e. People Committee – 22nd June 2017 	<p>It was RESOLVED to approve and sign the Minutes of the following meetings:</p> <ul style="list-style-type: none"> a. Full Council - 5th June 2017 b. Place Committee – 8th June 2017 c. Operations Committee – 19th June 2017 d. DISCUSSED IN PART 2 e. People Committee – 22nd June 2017
5	<p>To discuss matters arising and consider committee recommendations (Please note confidential recommendations can be agreed but any discussion must be held in Part 2):</p> <ul style="list-style-type: none"> a. Full Council - 5th June 2017 b. Place Committee – 8th June 2017 c. Operations Committee – 19th June 2017 d. Personnel Committee – 21st June 2017 (CONFIDENTIAL) e. People Committee – 22nd June 2017 f. g. Place Committee – 8th June 2017 h. Operations Committee – 19th June 2017 	<p>The following matters arose:</p> <p><u>Full Council – 5th June 2017</u> Cllr Hodgson sent her apologies.</p> <p><u>Operations Committee – 19th June 2017</u> Item 4 – It was RESOLVED to accept the Recommendation.</p> <p><u>People Committee – 22nd June 2017</u> Item 2 – The issue was discussed and it was RESOLVED that the Clerk would investigate the issue further.</p>

	<p>i. Personnel Committee – 21st June 2017 (CONFIDENTIAL) People Committee – 22nd June 2017</p>	<p>Item 5 – The issue was discussed and it was RESOLVED to accept the Recommendation. Item 9 – The proposal was discussed and it was RESOLVED to accept the Recommendation. Item 10 - It was RESOLVED to accept the Recommendation. Item 11 – The recommendations was amended to state that the Red Ensign will be flown at St Mary’s Church and the Rainbow flag at the Civic Hall. It was RESOLVED to accept the amended Recommendation. Item 13 - It was RESOLVED to accept the Recommendation.</p>
6	<p>To elect a Recess Committee of the Mayor and Committee Chairmen which will have delegated authority to deal with any matters which may arise during August when the Council is in recess. Any such decisions will be reported to the Council in September.</p>	<p>It was RESOLVED to accept the Recommendation.</p>
7	<p>To consider and prioritise the action plan of the Visit Totnes Marketing Strategy</p>	<p>Cllr Whitty raised concerns that heritage is mentioned in the report but is not included in the action plan. Cllr Westacott felt the action plan should be fully costed before it is prioritised. The Clerk suggested that a working group is established to prioritise the action plan. This was AGREED. Cllrs Elliot-Smith, Hodgson, R Adams, Westacott, Whitty, Simms and Barker volunteered to form the working group.</p>
8	<p>To note the Traffic and Transport Forum Notes</p>	<p>Cllr Hodgson asked why we cannot have more up-to-date minutes. Cllr Birch <u>agreed</u> to send draft minutes of the latest meeting to Place Committee as soon as they are typed up. Concerns were raised about whether decisions should be approved by the Council before they are acted upon. Cllr Birch and Cllr Whitty explained that the forum is an advisory body to a number of organisations, not just Totnes Town Council, and therefore acts in its own right. The Council’s name is not used by the forum when sending letters. Cllr Hodgson suggested that a disclaimer is included if any e-mails sent by the Forum identifies them as an advisory body to the Council. As the Forum’s minutes are reviewed by the Places Committee, receiving the minutes sooner would mean they reach the Full Council quicker and this would allow a prompt response to any decisions if considered necessary.</p>
9	<p>To receive feedback on the Mayors and Chairs meeting with South Hams District Council held on 21st June 2017</p>	<p>The Clerk gave feedback on the meeting: The proposed merger of SHDC with West Devon will result in a significant increase in council tax for South Hams. However, SHDC is not sustainable over the next 5</p>

		<p>years and a consultation will be needed. The headquarters are likely to be near Plymouth if the merger goes ahead. There should be no cuts in services while the consultation process takes place. The Council is encourage to invite SHDC to events. The new Locality manager is a good link for resolving any issues we have. The s106 report with the Overview and Scrutiny agenda identifies funding but we need to find out how to get the funding. Cllrs are encouraged to read the report. The issue of dirty streets was raised and the Clerk is going to arrange a meeting to discuss devolution of assets and services. This option would allow us to access funding to deal with matters ourselves.</p> <p>Cllr Whitty advised that the use of the s106 money should be identified at the beginning of the planning process. The Council needs to establish a plan for using the money.</p> <p>Cllr Westacott raised the issue that money from the Bridgetown Development should be used on facilities in Bridgetown. Cllr Whitty said that the funding should be used for facilities for the whole of Totnes which would benefit Bridgetown residents as well as the rest of the town.</p>
10	To adopt the revised Social Media and Communications Policy	It was RESOLVED to adopt the Policy.
11	To consider forming a partnership with Caring Town on Safeguarding Young People in the Community	<p>The Clerk reported on a meeting held with Carol Whitty and Cllr Hodgson where it was suggested a representative from the Council should attend the meetings regularly.</p> <p>Cllrs Westacott and Sweett agreed to go in their role as link Councillors for young people.</p> <p>A request for free use of the Civic hall by Caring Town was made at the meeting and they were referred to the subsidy grant available from the Paige Adams Trust.</p> <p>Cllr Hodgson suggested the Council work 'in association' with Caring Town rather than 'in partnership' with them.</p> <p>It was RESOLVED that the Council would work in association with Caring Town on Safeguarding Young People in the Community.</p>
12	To receive an update on the Neighbourhood Planning process	<p>The Clerk gave a verbal update. Cllrs are encourage to go to the Neighbourhood Planning meetings.</p> <p>The Neighbourhood Planning Co-ordinator is aware that there is no further budget available after the current allocation.</p> <p>Cllr Paine requested that the plan is tabled for review.</p>

		The Clerk offered to invite the Neighbourhood Plan Co-ordinator in for a meeting with Councillors to give a presentation on the progress so far. This was AGREED .
13	To note the Arts Working Group notes from 14 th June 2017	Noted. The proposal for additional copies of the Cultural Plan and a launch event would have to be funded out of the £3000 budget allocated for an end of year community based project. Cllr would need to approve this amendment to the use of funds. It was RESOLVED to allow the amendment to the use of funds.
	<i>The Council will be asked to RESOLVE to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>	This was RESOLVED .
13	To discuss and matters arising or recommendations from CONFIDENTIAL minutes.	The confidential minutes were discussed it was RESOLVED to approve and sign the Minutes and agree the recommendations of the following meetings: <ul style="list-style-type: none"> • Personnel Committee – 21st June 2017 (CONFIDENTIAL)
14	To confirm future dates: <ul style="list-style-type: none"> • Monday 31st July 2017 at 5pm Paige Adams Trust Meeting to agree the grant applications. Followed by a meeting of all Councillors to agree Grant applications to the Civic Hall subsidy fund. • August – Recess Committee on Thursday 17th August at 10am (IF REQUIRED) • Full Council on Monday 4th September at 7pm in the Guildhall 	These were noted and the meeting ended at 9.30pm.

Christina Bewley
Deputy Clerk



4C

MINUTES OF THE PEOPLE COMMITTEE
THURSDAY 13TH 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 AGREED 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 nd June 2017.	<p>Item 2 – Agreed by Full Council. TTC staff will look into ownership of the Mill Leat with the Land Registry.</p> <p>Item 5 – Agreed by Full Council.</p> <p>Item 7 – Item 5 on today's agenda.</p> <p>Item 8 – Item 4 on today's agenda.</p> <p>Item 9 – Agreed by Full Council. The Open Register is being purchased from SHDC.</p> <p>Item 10 – Agreed by Full Council.</p> <p>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.</p> <p>Item 13 – Agreed by Full Council.</p>
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 AGREED to set up a working group in September 2017 to highlight short and long term options for meeting the policy objectives.
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 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 AGREED to review allotment issues at the next meeting. It was agreed to RECOMMEND 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 AGREED that TTC office staff would check whether there are any statutory requirements for councillors to engage with specific outside bodies. It was agreed to RECOMMEND 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 RECOMMEND 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"> • The Lamb and Heath's Gardens • Outside Leatside Surgery • Outside The Grove and St John's Schools • The footpath from Coronation Road through to Babbage Road. • Pedestrian area outside of the Town Mill and Morrison's car park.
7	To consider Cllrs attending the Caring Town Skill Share: Evidence of our Community's Unmet Needs, Wed 19 th July.	Noted. It was AGREED 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 st April 2018.	Noted. It was AGREED 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 th September at 9.45am.

CHAIR



4d

**MINUTES FOR THE OPERATIONS COMMITTEE
MONDAY 24th JULY 2017 AT THE GUILDHALL TOTNES**

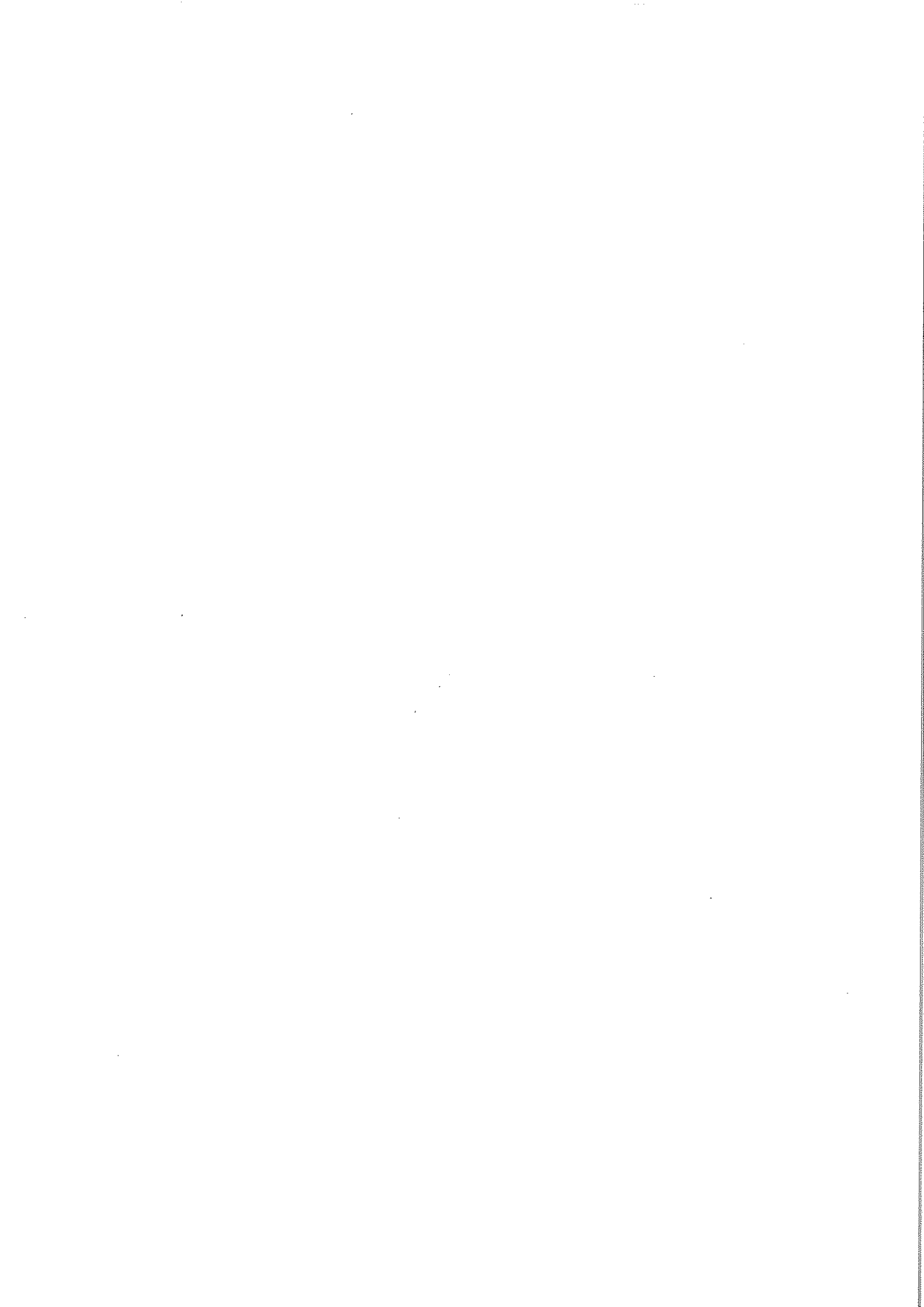
Present: Councillor M Adams (Chairman), Paine, Westacott MBE, Barker, R Adams and Sweett

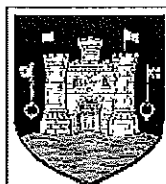
Apologies: Councillor Cohen

In Attendance: Catherine Marlton (Town Clerk), 1 member of the public, 1 member of the press

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	Apologies were accepted for the three Councillors.
<i>The Committee will adjourn for the following item:</i>		
	Public Question Time: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.	None.
<i>The Committee will convene to consider the following items:</i>		
2	To discuss any matters arising from the minutes of the last meeting.	None
3	To consider the budget monitor and any virements needed	The budget monitor was considered and it was AGREED that no virements required at this time.
4	To review the updated Financial Risk Assessment and approve the proposed actions	The proposed actions were AGREED . It was RECOMMENDED to Full Council that CCTV be installed outside the Guildhall
5	To note a circular on Health and Safety changes	Noted.
6	To review a summary of the required actions resulting from the Risk Assessment programme	The actions were reviewed and AGREED .
7	To agree the Emergency Evacuation Plan for the Civic Hall	This was AGREED .
8	To note the S106 monies being held by SHDC	Noted
9	To receive an update on waste and recycling in the Town	This item was deferred to a later meeting
10	To consider the future of Grounds Maintenance of St Mary's Churchyard	It was AGREED to contact SHDC about transfer of responsibility from 1 st October 2017
11	To receive a report on progress with the St Mary's Partnership, and in particular on the Heritage Area Project (HAP)	The committee adjourned to allow Louis Victory to update on the St Mary's Partnership.
<i>The Committee will be asked to RESOLVE to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>		
12	To consider quotes for Health and Safety Works to the Civic Hall and sealing off certain areas until improvement works have been commenced.	It was AGREED to go ahead with the remedial works on the Civic Hall stage rigging.
13	To receive an update on a Public Liability claim that is ongoing from 2015	This was noted.
14	To note the date of the next meeting on Monday 25th September 2017 at 5pm.	Noted.

Catherine Marlton
Town Clerk





4e

DRAFT MINUTES OF THE EXTRAORDINARY MEETING OF TOTNES TOWN COUNCIL – PART 1
3.30PM ON THURSDAY 17TH AUGUST 2017 AT THE GUILDHALL TOTNES

Present: Councillors R Adams (Chair), Westacott MBE, Elliot-Smith, Paine, Sweett, Vint, and Whitty.

Apologies: Councillors M Adams, Barker, Hendriksen, Hodgson, Sermon and Simms.

Not Present: Councillors Hart-Williams and Piper.

In Attendance: Catherine Marlton (Town Clerk), Sara Halliday (Administrator), and one member of the press.

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	Apologies were given by Councillors M Adams, Hendriksen, Hodgson, Sermon and Simms. It was RESOLVED to accept the apologies.
2	To make recommendations on the following planning applications: 2.a) 2159/17/OPA – Outline application for the erection of up to 8 bungalow/chalet bungalow dwellings (all matters reserved other than means of access), Land to the west of Weston Lane, Camomile Lawns, Totnes, TQ9 5UN. 2.b) 2536/17/LBC – Listed building consent for amendment to existing consent (18545/16/LBC) to reorganise modern internal partitions on ground floor to accommodate tenant and accessible WC facilities, The Town Mill, Coronation Road, Totnes, TQ9 5DF. 2.c) 2563/17/LBC AND 2493/17/FUL – Listed building consent for alterations and change of use from A1 to A3, A4 and A5 use, 2 Fore Street, Totnes, TQ9 5DZ.	Objection on the following grounds: <ul style="list-style-type: none">• The application is extending the building site out of the permitted areas for development originally granted.• Overdevelopment in the area.• The proposed development is profit driven, rather than based on need. No objections. No objections.
3	To consider the timetable for the election of new councillor(s).	The Clerk explained the timetable for any election. The councillor vacancy will be advertised from 22 nd August until 11 th September, which should determine if an election is required or whether co-option can be considered.
<i>The Council will be asked to RESOLVE to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>		
4	To agree a job description and contract for the Town Sergeant.	See Confidential Part 2 minutes.
5	To note any overtime claims and TOIL balances.	See Confidential Part 2 minutes.

6	To consider the employment status of the Destination Manager role.	See Confidential Part 2 minutes.
7	To agree the closure of the offices between Christmas and New Year.	See Confidential Part 2 minutes.
8	To note the date of the next Full Council – 4 th September 2017 at 7pm in the Guildhall.	Noted. The meeting ended at 4.30pm.

Sara Halliday
Administrator

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.
-

Community budgeting/Totnes Show

Ten questionnaires were completed at the Totnes Show Community Engagement event, although many more people stopped to talk to councillors and staff. The number of responses to the questions set (where completed) are as follows (most popular choice in **bold**):

Which **one** of the following themes is most important to you as a resident or worker in Totnes:

- 1 - tourism and the economy – signage, visitor information officer
- 3 - **the environment of the town – cleanliness, planting, security**
- 2 - Totnes' heritage – historic buildings and traditions
- 1 - the arts – events, arts space

At the Annual Town Meeting in May 2017, the community were asked for their priorities and comments on life in the town. Below are the top suggestions from the public under the priority areas identified by Totnes Town Council. Please tick the box for the comment or idea you feel is most important to you.

2. **Tourism and the Economy in Totnes**
 - 3 - **Visitor Information Officer, employed part time, all year round. Approx £26K pa.**
 - 0 - Information Officer to sell theatre and events tickets.
 - 0 - Tourist information should not be static – they should visit customers.
 - 3 - **New, branded signage around the town for visitors**
3. **The Environment of Totnes**

- 3 - Employing a general maintenance/ranger/town manager role to assist with gardening, tidying up streets, support the market and community events. Employed full time, £30K pa.
 - 3 - The growing problem of aggressive begging and drug abuse in the town.
 - 3 - Problems of street cleaning and litter. New bins and recycling facilities needed.
 - 2 - Additional planting and other schemes to slow traffic in the town.
4. **Our Totnes Heritage**
- 3 - Totnes Museum – opening hours extended to include Saturday opening (approx £10K).
 - 2 - Maintenance of the town – encourage businesses and house owners to keep shop fronts clean and buildings maintained.
 - 2 - Develop the museum as a heritage centre.
5. **Opening up of the Arts in Totnes**
- 0 - More support for Totnes Carnival, consider including a celebration of the arts (approx £3k).
 - 0 - Fun Fair in Borough Park during carnival week.
 - 3- **Make the Civic Hall more attractive – e.g. get local artists to redesign and make curtains.**

Suggestions for improving life as a resident of or worker in Totnes included:

- Public art.
- Improve the Civic Hall and refurbish the Birdwood House rooms.
- Designated graffiti areas.
- Pay homeless to tidy town/collect litter.
- Signage from car parks into town.
- Reduce the entrance fee into the castle.
- An older children's play area in Borough Park.
- A magazine or leaflet showing information of events in the town and groups that are meeting.
- Deal with the overhanging bushes and trees obstructing pavements.
- More public footpaths/rights of way.
- Pontoon for visiting small boats.
- Parking – a park and ride scheme.
- Clear weeds in the town centre [ranger/maintenance role]
- New 'Welcome to Totnes' signage on the road using local artists
- New branded bins, benches and signage for visitors and residents essential

ITEM 8

DAAT

Update on situation. TTC has had a response from SHDC to the questions we raised and they have confirmed that:

- They (SHDC) would be content to take on the maintenance of the lights once installed, but they would not commit to fund the removal of the lighting once it becomes unserviceable/redundant;
- They (SHDC) would cover the public liability insurance for the lights.

- TTC would need to submit the planning application.

Practical next steps

- Funding - the easiest part! Paige Adams has approved funding of £3K; DAAT will provide a grant to cover the installation costs (grounds work and electricity) if their preferred contractor is used (£3K). However, there does seem to be some discrepancy on costs – the quote from [REDACTED] is exclusive of VAT (which is another £1.4K) to the figures quoted by DAAT.
- Community Consultation – this would most likely need to be TTC led with DAAT and SHDC attendance, as the lighting will be a ‘community asset’.
- Planning Permission – TTC would need to resource this in terms of funding and application submission. DAAT can provide scale drawings, and a design and access statement to accompany the application.
- Source of Electricity and ongoing costs – the proposal is for the Bowls Club to be used and annual costs are likely to be no more than £10 pa. **Q:** The quote for electric connection to the Bowls Club assumes that the Bowls Club meets current wiring regulations – if not there will be additional costs to incur. Does TTC need to consider a survey of the Bowls Club wiring to ensure that it is compliant before work proceeds (this upfront cost could save a lot of work and money if it is not found to be suitable).
- Installation of the lights – DAAT will provide a grant to cover the labour costs of installation. DAAT has been using [REDACTED] for installations in Devon who will undertake all excavation for the cable trench and posts, and installation. Project Management – the [REDACTED] quote includes ‘attendance on whole installation’ which DAAT has confirmed means that [REDACTED] will project manage the work and the sub-contractors who carry out the ground work. When the works are complete and the lighting operational DAAT then conduct a check to ensure that the installation is as they expected. However, this is not really independent project management should there be local resident issues over noise, vehicles, mess, etc. Would TTC want some presence to witness work on an ad hoc basis (e.g. councillors passing by to see for themselves every other day)?
- Insurance - SHDC
- Ongoing Maintenance – SHDC. An annual fixtures and fittings check will be carried out by DAAT and SHDC. There is also a requirement to monitor the landing site for and changes and keeping it rubbish free – as this would essentially be on a rugby pitch this should be carried out in the playing season for player safety, but an understanding with the rugby club may be required.

Arts Working Group Meeting no. 4 – Notes.

Date: 24th August 2017.

Present: Ben, Catherine, Andy, Tiff.

Apologies: Jo, Kate. (Jo gave me feedback immediately after the meeting as I explained to her what happened.)

Aim of the meeting:

Although we had discussed the delivery of a school project, since that time two things have happened:

1. The Arts project budget has increased to £2650 due to the cancel of the cultural strategy launch with its associated unspent funds.
2. It looked as if schools couldn't accommodate artists for any length of time, just an afternoon here and there which wouldn't have been long enough with either quantity (of decorations produced) or quality (experience of participant).

Summary of Outcomes:

- We kept a version of the community art/engagement project for the 'Lights On in Totnes' idea. In brief, this is a grass roots, community art project facilitating creative workshops for 'children of all ages' to make hand-made decorations for the adornment of Totnes throughout Christmas. This is to be low-cost, in terms of expenditures, but high quality in terms participant experience, decorative outcomes, and a usefully positive representation of what the council is doing in the community. Delivered in the Civic Hall, by essentially Andy, Tiff and Ben with Catherine in support. Plus - other people who are willing to contribute/volunteer their time, ideas and practical creativity on the day in the form of a workshop table. In response to this, Jo pointed out to me later that afternoon, what is important will be to work with Tor Homes and schools to promote to harder-to-reach communities and to keep that issue as a priority.
- WHAT is the other project? Almost the entire budget will be for an on-line data base/directory for local creative practitioners, groups, venues, community groups, to enable them to connect, advertise, network, exhibit examples of their work. For the community, this means that they can find out where to go, what's on, who to call etc. Total Cost of project £2500 of a £2650 budget.

WHY IS IT NEEDED? This project aims to facilitate joined up thinking across these communities of interest and address some fundamental gaps in provision, deeply rooted in the needs of worker's in the cultural industries. (There is recent, gathered data and feedback documented in the cultural strategy that reflects the evidence based need for this way forward and this strategy of work until April 2018.)

WHAT ARE THE AIMS? The long-term plan (3-5 years) is that this directory will enable this community and this enterprise to be economically sustainable. This is an ambitious, building and growing project with longer term goals that will lead to greater employment, cohesion and coming together as a community.

- HOW IS THIS PROJECT DELIVERED? This project is achieved by the council's continued collaboration with Left Bridge. They would buy a template of an on-line directory

template and populate it in collaboration with the Arts Officer who would invite the creative community to participate, get involved and so create a sister website/formula, linked in and embedded to the Visit Totnes site but with a focus on a more local clientele and usegroup. After an initial set up, this project could run itself successfully beyond April 2018 with up to 5 hours per week, continued business with LeftBridge and an income generated from new members who sign up, after an initial free, and then 'Early Bird' stage to get it populated. Please refer to attachment for the basic model of the directory with the initial time scale.

Date for Next Meeting:

Due to holidays, it was agreed that the best, next time to meet would be the 18th, 19th, 20th. Doodle poll been sent.

AOB:

- Tiff apologised for the inconvenience, upset and frustration caused by communications surrounding this meeting date.

Agenda Points for Meeting #5

Community Arts Workshop:

1. Confirmation of date. Times to be discussed.
2. Theme: Recycled & FREE? Make everything out of recycled stuff as much as possible and everybody is welcome. This is a FREE event for everyone and relies on community spirit. It's a call to Totnes to be a part of something.
3. Individual contributors and workshop idea. Sense of materials.
4. Budget Breakdown, what we will need? Community Scrap Store membership? Fliers to promote?
5. Who can do what to help?
6. Appeal to Volunteers? Artists?
7. To publicise widely and through Housing Associations, eg Tor Homes.
8. Invite specific children's groups, like the Brownies, Dangerous Dads, pre-schoolers, WI, Totnes Sch of Dance, etc?

Need to reach out to Artist Network group:

Time for another get-together. A Christmas Celebration, Thank-You party? Try to get a venue like Cinema for free? No Food, Pay at the Bar, 'After Work Drinks' Party, Friday 5-8pm-ish. Invites only. Date? Venue? Opportunity to discuss directory, news, plans forward, meet up and chat.

Communications, Meeting Planning. Agenda setting.

For efficiency, I recommend putting a few systems in place and I propose that we set the next meeting date face-to-face *in the meeting* to avoid using email, doodle, text: too many

portals of communication. This way we can all agree face-to-face and establish a regular pattern of dates. This will promote efficiency and keep the project targeted with focus.

Promotion/Invite/ Reach out Ideas for the Directory under construction.

To double up this idea with the party event.

Caring Town Information Exchange

Connecting local people with local services.



Update for Totnes Town Council, July 2017 - DRAFT

Visitors with needs

Based on the 3 month period from April to June 2017 where we have been open for 20 hours per week (the learning stage, per our proposal), 90 people visited with 'needs' which we have summarised as follows:

Type of need expressed (may have more than 1 of these)	% of visitors
Mental health	22%
For an older person - age related	20%
Physical health	19%
Looking for social contact - activity or group	13%
Housing	9%
For a young person	6%
Benefits or rights	4%
Social care	4%
Other - financial issues, volunteering, just needed to talk,	remainder

"So grateful for the help, didn't know what to do but you sorted me, and I got food. Thank you." CTIE visitor, June 2017

Who is visiting?

- 15% under age of 30; 26% aged 30-50; 30% aged 50-65 and 28% aged 65-80.
- 79% of the visits was on their own behalf, and 21% for someone they knew.
- 73% of visitors said it was an ongoing issue, 27% said it was more recent.
- 50% said their issue was urgent or somewhat urgent.
- 70% of visitors were female and 30% male.

We were able to help with practically all of the issues in terms of sign-posting visitors to local organisations and services including: Totnes Caring, Citizens Advice, Care Direct, SHDC Housing, Forgiveness Therapy, Kool Club, Hestia Care, Children's Centre, Christians Against Poverty; Leisure Centre, Food Bank, Walk & Talk, Dementia services, Dart Counsellors, Learn Devon, Different Strokes and Drop In Centre etc.

Other visitors

We had another 290 visitors coming in to say hello, dropping off leaflets, asking general questions about us, where are the nearest toilets etc.

So a total of 380 local people have used the CTIE in some way over the initial 3 month period.

"Great staff, very friendly and helpful" CTIE visitor, June 2017

Looking forward

We're delighted with the initial stage of the CTIE, and the number of local people we have served despite being a brand new service. As more people come to know about us, we hope that usage will continue to grow.

While the removal of all signage from the front of the Mansion appears to have significantly impacted the number of visitors, we are hopeful that our wider publicity actions are helping to ensure that everyone knows about us (for example, wide uptake and sharing of [blogs such as this](#)). We think that signage may be restored from around October.

We now have over 160 providers/groups/activities in our master directory - we have been in direct contact with most of these with a very positive response. We have a full range of leaflets, posters etc. to give to visitors.

The CTIE room is becoming a focus point for Caring Town activity, and serves as the 'shop window' into the rich diversity of local support that's on offer. It's also - as expected - helping to inform our understanding of the gaps in services. This information is being fed into other Caring Town activity that is [actively developing new priority services](#). Our promotional activity will continue, including outreach through attending local events etc.

We continue to monitor usage of our service, and adapt it as needed to best meet the requirements of local people.

We greatly appreciate the financial support of Totnes Town Council, without which this service would not be possible. If you have not yet visited the CTIE, please contact Fiona Ward on 07922 165564 or at fionaward@caringtown.org.uk so we can arrange a personal visit.

Totnes Tourism Partnership
Meeting Minutes

July 11, 2017

Present: Lindsay Garner (Totnes Chamber of Commerce), Sam Branch [Minutes] (Totnes Destination Manager), Kathy Alexander (Bay Horse Inn), Catherine Marlton (Totnes Town Council)

Apologies Katie Tokus (Sharpham Trust) Matt Bulford (English Heritage), Chantelle Norton (Totnes Pound), Frances Northrop (TCDS), Rosie Adams (Totnes Town Council), Karen Jonas (Dartington Trust), Dick Wood (South Devon Railway, Visit Devon, DATA), Thea Platt (TTT), Anna Roach (Visit South Devon) and Alice Whitehead (Royal Seven Stars), Penny Johns (Dart Harbour), John Elford (Totnes Pound), Sarah Stride (Visit South Devon)

Next meeting: *First week in December – date and time tbc based on members preferences but suggested that we have an evening for the debrief and invite more local businesses*

I. Minutes

The following points were discussed:

Development of Future Tourism Meetings

Sam discussed changing the format of future tourism meetings to make them more efficient and productive where it was agreed that meetings in 2018 would be quarterly (March, June, September and November or December). It was suggested that the meetings are in the evening to encourage more people to attend – ***please can members let Sam know which day of the week and what time is best for them.*** 6 pm was suggested as a good time for people to attend straight after work however this might work better for local businesses than for some stakeholders therefore it is still only a suggestion at this point. All of the 2018 proposed dates and times can be sent out at the end of this year.

It was suggested that the location for the quarterly meetings are in different local businesses and that we invite some more people to attend e.g. Guy, Marketing Manager at Sharpham Cheese & Wine. Please let me know if you have any other suggestions. We could see who comes to the end of year debrief and potentially think about inviting some of the people who attend this as well.

There will be one more meeting in 2017 which will be early December and will be an end of year debrief, an opportunity for businesses and stakeholders to discuss how the year has been and

how we can work together to make improvements for the year ahead. It will also be a chance to show off the new Visitor Guide. ***Please can members let Sam know which day of the week in the beginning of December would work best for them and what time for the annual debrief and we will invite other local business to attend this meeting as well.***

A suggested location for this meeting will be somewhere like the Civic Hall bar or Seven Stars. The usual attendees will be invited and we will also invite other local businesses including café owners, shops and attractions.

Sam has said that she will create some business surveys which will be sent to businesses before the debrief meeting in the hope that there will be some results to discuss with information including visitor numbers and spend and how these compare to the previous year.

Visitor Guide and Cultural Plan Launch

On 14th August there will be a launch of the new Cultural Plan from 7pm and Catherine Marlton, Town Clerk suggested that Visit Totnes joins forces with this to launch the Visitor Guide as well. It was agreed that this would be a good idea.

The event will be held at the Guildhall or in Guildhall Yard in a marquee with up to 100 people, drinks and nibbles. Visit Totnes will invite existing and potential new advertisers and will show images of the new website, guide and branding. It was suggested that we invite someone from South Hams Council, maybe the Liaison Officer and the AONB Officer.

Information Officer

The Information Officer called Ruby Sylvester started on Tuesday 4 July and has been settling in well. She is positioned in the Guildhall from 10 am – 3 pm and has had 15 face to face enquiries during week one and the nature has been mainly about things to do, travel and maps. She is keeping a visitor log and the results will be circulated at the end of the season.

Signage has been produced so that people know where Ruby is with A3 posters and maps being displayed in the Information Board outside the Old Mill and in Rotherfold, maps being displayed in the Totnes Bookshop and other businesses who are willing to display them, a sign and branded flag outside the Guildhall and an A Board outside St Mary's Church. Ruby will also wear a branded t-shirt so that she is able to walk around town with guides answering questions when it is quiet at the Guildhall.



Marketing

A Marketing Report will still be sent on a monthly basis so that stakeholders can stay up to date with what is being done including web advertising and more.

Website Advertising

10 more businesses have advertised on the website recently however we still don't have any cafes online which is obviously a really important category. We are offering a very reduced rate of £25 + VAT to try and get people on board. **If you have any contacts with local cafes please can you let them know or ask them to contact me if they would like to advertise.** Lindsay has kindly offered to send the offer to any Chamber members.

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

Totnes and District Traffic and Transport Forum

Advisory Body to TOTNES TOWN COUNCIL (TTC)

Co-Chairs: Peter Rees (pvrees@tiscali.co.uk) and John Birch (jpb1@hotmail.co.uk)

Vice-Chair: Alan Langmaid (alanlangmaid@hotmail.com)

Minutes of Meeting held in the Guildhall, Totnes on Wednesday 10 May 2017.

Present: John Birch, Peter Rees, Robert Vint, James Bellchambers, Alan Langmaid, Simon Harrington, Julian Burn, Mary Popham, Jack Patterson, Sandi Whale and Laura Howe

Apologies: Helen Kumar and Tony Whitty.

Special note

A vote of thanks was proposed in respect of the support and help provided to the Forum by Robert Vint in his capacity as County Councillor. This met with support from all members of the Forum present at the meeting. The newly elected County Councillor, Jacqi Hodgson, was not available to attend meetings on the second Wednesday of each month and John Birch will arrange future meetings to be held on a date and time when Jacqi is available.

1. Minutes of meeting held on 12 April 2017 were agreed as correct.

2. Matters arising not on this agenda:

In respect of item 9 of the previous minutes SR will prepare an itemised list of highway markings requiring attention.

3. EV Charge Points

MP presented her report that had been circulated prior to the meeting. She raised the matter of possible funding from DCC as well as the matter of possible location points. It was agreed that MP would write to Paul Bennett as Chair of the Neighbourhood Plan Steering Group, ATMOS, Morrisons as well as developers to raise the matter of the need for EV Charge Points.

4. Current Draft Transport Strategy – Neighbourhood Plan

PR updated the meeting on progress in respect of that part of the document he was drafting. There was also discussion concerning the JLP and in particular the Transport Infrastructure Statement being a document included within the JLP. PR expressed disappointment on its lack of content as far as Totnes was concerned in that there was no mention of air quality or the problems associated with the A385.

5. Parking Group Progress Report

AL to prepare a report once he received the data that was awaited from DCC. RV to chase DCC. Residents' Parking was to be reviewed. There was a discussion concerning the Budgen's car park and its availability following the closure of the store and its possible future development. John Birch reported on the position concerning the planning application for housing on the car park at the rear of Lloyd's Bank. This was still to be determined. The Forum to object on the grounds of the loss of a local amenity.

6. Bob the Bus report

SM reported that BtB was still looking for premises for its operation. John Birch had arranged a meeting with SHDC officers on June 7th to see if SHDC will be able to assist. SM reported on advertising projects with a view to raising funds. BtB currently carries 27,500 passengers per annum.

7. Paignton Neighbourhood Plan

This was discussed and it was agreed that Julian Burn will prepare a draft response to those parts that affect Totnes. This will be circulated for comment prior to submission,

8. St Mary's Heritage Project

JB reported on developments and in particular the consultation/community engagement exhibition to take place at St Mary's Church on 8/9/10/15/16 and 17 June from 10.00am to 4.00pm.

9. Town, District and County Councillors' Reports:

RV reported on the work to be carried out by DCC in respect of potholes. He also reported on the Air Quality monitors that had been installed within Totnes. The data resulting from the monitoring showed a breach of air quality regulations.

John Birch reported on the possible enforcement action to be taken against Morrisons as a result of its illuminated signs that had been erected in advance of a possible planning permission.

10. Any other business

a) Access to Smithfields from the Plymouth Road was discussed. Julian Burn to prepared a drawing showing bollards and this to be submitted to DCC by RV

b) James Bellchambers raised concerns in respect of the capacity and strength of the railway bridge adjacent to the station entrance. RV to contact Network Rail.

c) MP raised the need for a pedestrian crossing on the Plymouth Road near to the new housing development at Follaton. Cllr Roger Croad of DCC to be contacted.

Date of Next Meeting: Next meeting will be held on **Wednesday 28 June 2017** at 1830 in the Guildhall, Totnes.

Totnes and District Traffic and Transport Forum

Advisory Body to Totnes Town Council

Co-Chairs: Peter Rees (pvrees@tiscali.co.uk) and John Birch (jpb1@hotmail.co.uk)

Vice-Chair: Alan Langmaid (alanlangmaid@hotmail.com)

Draft Minutes of Meeting held in the Guildhall, Totnes on Wednesday 28 June 2017.

Present: John Birch, Peter Rees, Robert Vint, James Bellchambers, Alan Langmaid, Simon Harrington, Julian Burn, Mary Popham, Jack Patterson, Sandi Whale Jacqi Hodgson, Alan White and Andrew Thompson

Apologies: Helen Kumar.

1. Minutes of meeting held on 10 May 2017 were agreed as correct.

2. Matters arising not on this agenda:

In respect of item 2 of the previous minutes SH has reported the lack of road markings to DCC via its website. In respect of item 10(a) concerning the Plymouth Road/Smithfields turning the proposal showing bollards had been submitted to DCC. by RV. Item 10(b) – railway bridge capacity and strength – PR to contact Network Rail. Item 10(c) – Plymouth Road pedestrian crossing at Follaton – MP in touch with Neil Oxten of DCC.

3. EV Charge Points

The matter of possible location points was discussed. PR to raise with Neighbourhood Plan Steering Group. MP to approach ATMOS, Morrisons as well as the owners of the Budgen car park.

4. Current Draft Transport Strategy – Neighbourhood Plan

PR updated the meeting on progress in respect of that part of the document he was drafting and matters generally concerning the Plan

5. Parking Group Progress Report

AL submitted his report concerning parking and this was discussed. It was reported that the on street car parking policy was to be reviewed later this year by DCC. AL proposed that a public meeting be called prior to any review by DCC to ascertain the views of the residents and traders. This was agreed and JH offered to organise such a meeting

6. Bob the Bus report

SM reported that BtB was in discussion with SHDC officers on the possibility of leasing property on the Industrial Estate to form its HQ and general overnight parking area. There were highway issues to be resolved. SM thanked Cllrs Birch, Vint and Green for their assistance in discussions with SHDC. The AGM OF BtB is to be held on 3 July.

7. St Mary's Heritage Project

JB reported on developments and in particular the consultation/community engagement exhibition that took place at St Mary's Church on 8/9/10/15/16 and 17 June. A consultation report will be issued and circulated.

8. Redworth Junction

JBe submitted his proposal in respect of the Redworth Junction and the Coronation Road roundabout. Sketch plans were viewed and discussed. Concerns were raised on the age and condition of the rail bridge. The use of S106 funds for the proposed schemes was considered. JH agreed to raise the matter at HATOC as well as obtain further information from JBe and JBu.

9. Town, District and County Councillors' Reports:

JB reported on the position concerning the planning application for housing on the car park at the rear of Lloyd's Bank. This was still to be determined. The Forum objected on the grounds of the loss of a local amenity.

JH provided a comprehensive report on DCC matters including rail travel, Parkers Barn and various matters to be raised at HATOC, including the proposed Rainbow Crossing, A385 Air Quality Plan, shared space and funding for transport projects.

10. Any other business

- a) Andrew Thompson of Plymouth Bike Hire gave a presentation on the cycling opportunities available for visitors and tourists should he set up his bike hire business in the town. Possibilities for bike hire stations were discussed.
- b) MP to discuss with JBu the positioning of more bike storage racking in the town.

Date of Next Meeting: Next meeting will be held on **Wednesday 26 July 2017** at 1830 in the Guildhall, Totnes.