



AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 8th JANUARY 2018 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 8th December 2018 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>a) Cllr Green b) Cllr Birch c) Cllr Hodgson d) Cllr Vint</p> <p><u>Police Report if submitted</u></p> <p><i>The Council will convene.</i></p>	<p>Enclosure Enclosure</p>
4	<p>To approve and sign the Minutes of the following Meetings :</p> <p>a. Full Council – Monday 4th December 2017 b. Place – Thursday 14th December 2017 c. Operations – Monday 18th December 2017 d. Extraordinary Full Council – Monday 18th December 2017</p>	<p>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. Full Council – Monday 4th December 2017 b. Place – Thursday 14th December 2017 c. Operations – Monday 18th December 2017 d. Extraordinary Full Council – Monday 18th December 2017</p>	<p>Enclosure Enclosure Enclosure Enclosure</p>
6	To note the date of the St Mary's consultation in the Guildhall – Tuesday 30 th January 2018.	Verbal update from the Town Clerk
7	To note the minutes of the last TTF and the agenda for 10th January 2018.	Enclosures
8	To note the 2 Councillor vacancies and deadlines for voters to trigger an election.	Verbal update from the Town Clerk
9	To note the Nov-Dec 2017 Tourism report.	Enclosure
10	To note the draft Local Government Finance Settlement 18/19.	Enclosure

11	To consider a draft letter of support for the Skate Park.	Enclosure
12	To consider the draft 2018/19 budget and set the precept amount for 2018/19.	a) Officer Report b) Draft Budget c) CONFIDENTIAL staffing details
	<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>	
13	To discuss matters arising or recommendations from CONFIDENTIAL minutes or pink papers containing staffing details (ONLY IF REQUIRED).	
14	To confirm the date of the next meeting as Monday 5 th February 2018 at 7pm.	

Catherine Marlton



Town Clerk

District Councillor's Monthly Report December 2017

John Green, SHDC Councillor for Totnes

Key message

- **Toilets in Totnes.** SHDC has informed Councillors that the toilets on Steamer Quay, Coronation Road and the Market Square may be closed until the end of January. The Totnes Councillors are pushing to find solutions to enable their reopening as soon as possible and we will provide an update at the Town Council meeting.

Officers informed Totnes District Councillors that:

“The toilets at Coronation Road, Civic Hall and Steamer Quay will be temporarily closed from Wednesday 20th December until early January. This is due to the ongoing issue of drug use and discarded drug paraphernalia including needles (often hidden) within the toilets. There are obviously public health risks associated with this and with skeleton office staff over Christmas period it is felt it is appropriate the toilets are shut. We do however, understand that the toilets will need to be opened on specific days therefore the toilets will be reopen at the Civic Hall only for the Good Food Market and markets held over the Christmas period.

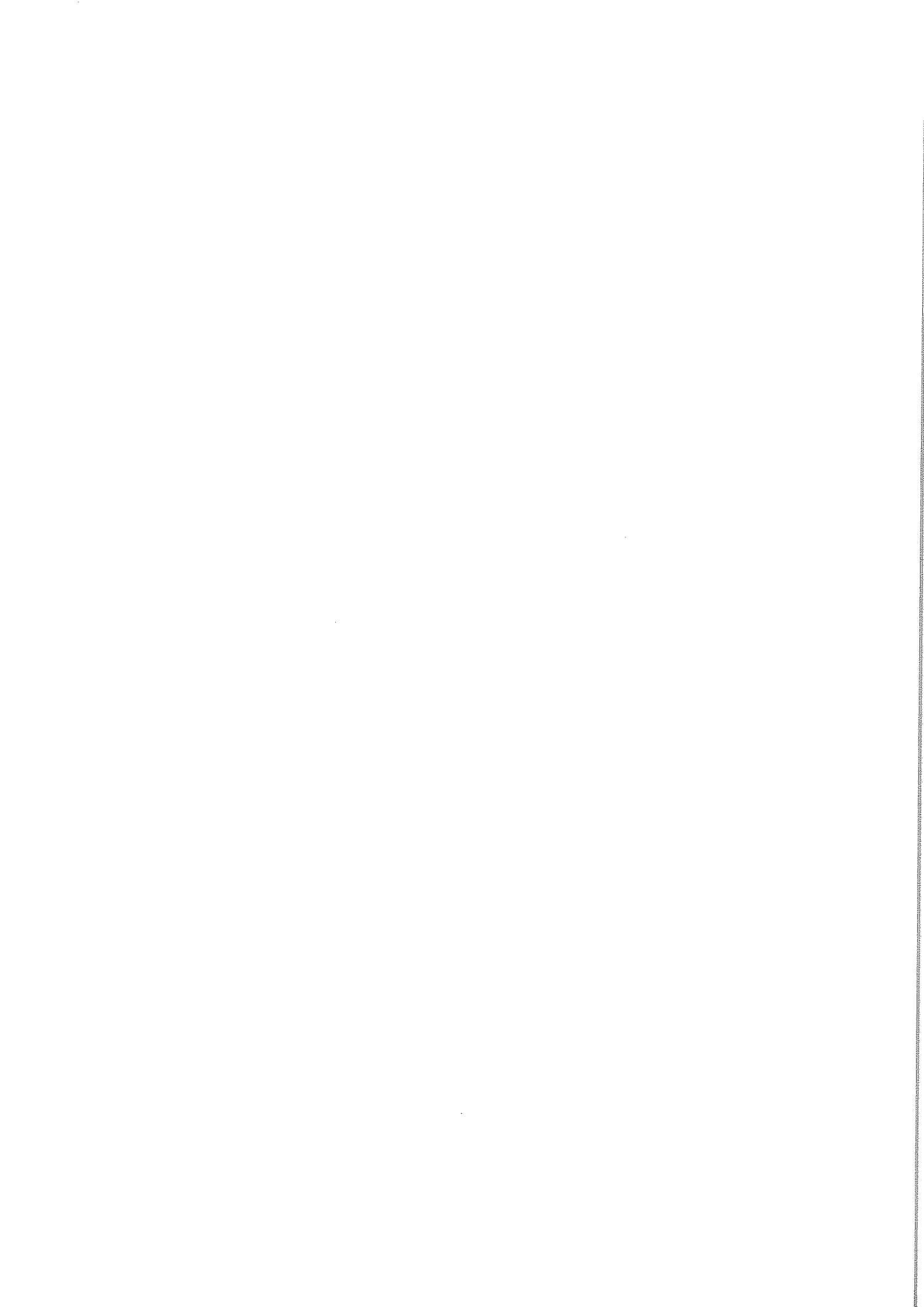
The temporary closure will be reviewed in early January when Officers are back at work. We did discuss the issue of sharps boxes however, this would not resolve the ongoing issue of blood splatters up the wall and floors, the discarded foils and coke cans left down the toilet and the discarded needle packs left within the toilets.

The ongoing enforcement action will continue to include Police using Section 35 dispersal powers, ASB Community Protection Notices being used and Police heavily targeting individuals. This is in addition to the drug education, addiction and housing support that has already been offered and is ongoing. This has been successful for some, although not all users and naturally different approaches suit different people so we aim to cover all options with these varied responses.

We will be issuing a press release to advise the public why the decision has been taken and the reasons behind this. We will be releasing some of the photographs taken over the last few months which indicates the risks to the public and the issues we have been trying across various agencies to address. We believe this action to be the most appropriate course, our number one concern is that of public health, and the considerable risk of a member of the public or child sustaining a needle stick injury. [...] research into uses of sharps boxes in public conveniences and found that carelessly discarded needles continues to be a major issue even when there is a sharps box to hand.

Any permanent closure of the toilets will be a Member decision that is made separate to this. This is a temporary closure to deal with the specific issue we are facing.”

- **Planning Viability Assessments.** SHDC has approved a resolution to oblige developers who submit residential planning applications which do not meet the Council's affordable housing target to publish viability assessments online, to enable public scrutiny.
- **Community Re-investment Funds.** A final reminder that the deadline for applications for the Community Re-investment Projects Fund is 8th January 2018. The town council and voluntary/community groups are eligible to apply for some of the £153,900 being allocated for community infrastructure projects such as play spaces, upgrades to community building. To-date I have only been informed of one application being made from an organisation within Totnes.



**John Birch
SHDC Member for Totnes**

Report for Totnes Town Council
meeting to be held on Monday 8 January 2018

I report on the following matters.

The closure of the public conveniences

SHDC, in a news release sent out before Christmas, stated that the Totnes toilets "are to be temporarily closed at Christmas....". Councillors were informed that the closure was to be until "early January".

Following Christmas I pressed officers and Executive Members at SHDC to reopen the toilets during the first week of January. To my surprise and disappointment I have been informed that the toilets are to remain closed until the end of January. It appears that this extended closure decision was taken before Christmas and without any consultation, input or involvement of Totnes councillors or any dialogue with the Town Council.

I can only draw one conclusion and it is that this is the start of a plan by SHDC to bring about the permanent closure of all the public toilets in Totnes with no thought being given to the needs of the residents and the many visitors.

In respect of the Coronation Road public toilets I believe that consideration should be given to an alternative approach. Recently a public toilet block in Bath was converted into shop incorporating a public loo. It is part of the shop owner's responsibility to look after the loo as well as provide access to those requiring its use. This is an idea that in my view warrants investigation by either SHDC or the Town Council.

Charging points for electric vehicles

At the last SHDC Full Council meeting in December my proposal for electric vehicle charging points in the Council's public car parks received overwhelming support. The Council passed the following motion I put forward.

"Due to the ever increasing number of electric powered vehicles on the roads in the UK and with the prospect of the numbers growing significantly in the future, this Council resolves to investigate and report on the feasibility of installing electric car charging points within the Council's public car parks."

SHDC wasted £250,000

I submitted the following question to be answered by the Leader of SHDC at the Full Council meeting on 14 December.

"Various reports show that the council has incurred wasted expenditure of over £250,000 following the failure and/or cancellation of the following four projects:

- 1. Setting up of a Local Authority Controlled Company,*
- 2. Proposed merger with West Devon Borough Council,*
- 3. Commercial property investment scheme and*
- 4. Kingsbridge Quayside K2 project.*

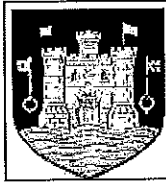
Would it not have been better to have spent this sum on employing additional staff so as to improve the provision of council services and especially in connection with planning and enforcement?"

The answer to my question seemed to indicate that the Leader of the Council was of the view that the money spent was not wasted. I raised a supplementary question concerning the lack of money spent on enforcement. I was not provided with an answer at the meeting.

It appears that there is only one officer dealing with the many post March 2016 enforcement cases covering South Hams. He has over 300 cases to deal with and this is far too many for one officer. I understand the national norm is for one officer to deal with no more than 100 cases. That being the case I believe SHDC should employ another two enforcement officers so as to reduce the backlog and to keep on top of the current caseload.

ClIr John Birch
SHDC Member for Totnes

31 December 2017



MINUTES OF THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 4th DECEMBER 2017 AT THE GUILDHALL TOTNES

Present: Councillors R Adams (Chair), Paine, Westacott MBE, Piper, Hodgson, Hendriksen, M Adams, Sweett, Barker, Hart-Williams, Whitty and Parker.

Apologies: Councillors Vint, Elliot-Smith and Simms.

Not present: Councillor Sermon.

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 2 members of the public.

No	Subject	Comments
1	To receive apologies.	Apologies were given by Councillors Vint, Elliot-Smith and Simms. 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>Reports from County and District Councillors</u></p>	<p>A member of the public express concern over the Antiques Market traders losing storage facilities at the Civic Hall. Also over the loss of the Bull Inn.</p> <p>District Councillor Green provided a written report. He also raised the issue of public toilets in Totnes, two of which SHDC would like to transfer to the Town Council's responsibility. The Clerk suggest it may be possible to consider jointly running them. The problem of drugs use in the toilets was discussed.</p> <p>The Parochial Parish Church Council is considering costs for running a night shelter but would require some funds from the Town Council to support the proposal. SHDC is only legally obliged to provide shelter when the temperature falls below zero degrees C for 3 consecutive nights, and B&B is offered in those circumstances.</p> <p>District Councillor Birch provided a written report. He also spoke further on the night shelter proposal made by Totnes Parochial Parish Church Council, advising that they will run and administer it for January & February on the conditions that Mark Hatch is not left to manage it alone and that terms can be agreed with SHDC in respect of the building. £4500 is needed to run it for two month. £2000 of funding has been found so a contribution of £2500 is needed from the Town Council. Further discussion of the issue took place and the Mayor agreed that the Operations Committee would consider the</p>

	<p><u>Police Report if submitted</u></p> <p><i>The Council will convene.</i></p>	<p>funding request.</p> <p>The issue of the lack of compliance monitoring of the non-financial obligations in S106 agreements with developers was discussed and it agreed that the Planning & Place Committee would consider the matter further.</p> <p>County Councillor Hodgson provided a written report. She also raised concerns about the sale of Parkers Barn for £810000. No requirement has been made for the buyer to provide an access route for Camomile Lawn despite numerous requests. The buyer has got a very good price with no covenants when SHDC could have bought this land for affordable housing.</p> <p>Devolution – there is to be a meeting for DCC to consider joining with SHDC.</p> <p>Adult Care – a public petition is going to be submitted to Sarah Wollaston MP because of the lack of adequate funding.</p> <p>There is a Refugee Networking event taking place in the Civic Hall which anyone can attend.</p> <p>No one from the Police was in attendance to provide a report.</p>
4	<p>To approve and sign the Minutes of the following Meetings :</p> <p>a) Full Council – Monday 6th November 2017</p> <p>b) Personnel – Monday 20th November 2017 (PART 2)</p> <p>c) Operations – Monday 27th November 2017</p>	<p>It was RESOLVED to approve and sign the Minutes of the following meetings:</p> <p>a) Full Council – Monday 6th November 2017</p> <p>b) Personnel – Monday 20th November 2017 (PART 2)</p> <p>c) Operations – Monday 27th November 2017</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) Full Council – Monday 6th November 2017</p> <p>b) Personnel – Monday 20th November 2017 (PART 2)</p> <p>c) Operations – Monday 27th November 2017</p>	<p>The following matters arose:</p> <p>a) <u>Full Council – 6th November 2017</u></p> <p>Item 5 (d) – Cllr Whitty stated that the original wording recorded by the minute-taker was correct and that he felt strongly that removing the word ‘current’ from his statement altered the meaning of the motion. The Mayor advised that a number of Cllrs felt the wording was not recorded as said and held a vote to remove the word current. The votes for this amendment should read 9 not 6. It was RESOLVED to accept this amendment to the minutes.</p> <p>b) <u>Personnel Committee – 20th November 2017</u></p> <p>Item 5 – It was RESOLVED to agree the additional hours and funding required for the Neighbourhood Plan</p>

		<p>project.</p> <p>c) <u>Operations Committee – 27th November 2017</u></p> <p>Item 3 – the meeting has taken place.</p> <p>Item 4 – It was RESOLVED to accept the recommendation.</p> <p>Item 6 – It was RESOLVED to accept the recommendation.</p> <p>Item 9 - It was RESOLVED to accept the recommendation.</p> <p>Item 10 – The Clerk reported that there is a possibility of combining the Market Square project with an Arts project and bid for match funding.</p> <p>Item 11 - It was RESOLVED to accept the recommendation. Cllrs Barker, Hodgson, Whitty and Parker asked for the membership of the NP Task and Finish Group to be agreed at this point. The Mayor advised that membership would first be discussed at the Task and Finish Group in December. The Clerk explained that a proposal for members outside of Operations Committee Councillors would therefore need to be agreed by Full Council in January 2018.</p>
6	To consider locations for Fair Trade signage.	It was AGREED that site 1, coming in from Dartington, and site 4, Kingsbridge Hill, would be the most suitable locations for the signs. Cllr Hodgson will feedback to DCC.
7	To note an update on the Food Bank.	Noted. Marketplace Ministries also run an emergency food bank, and St Mary's & St John's have food available.
8	To consider a response to the Heart of the SW Draft Productivity Strategy consultation – closes 14 th December 2017.	The Clerk provided feedback from a meeting she attended. She has concerns with some of the content of the document and the impact it could have on the town. It was AGREED that the Clerk would respond to the online survey on behalf of the Town Council and that Councillors would also complete their own individual survey responses.
9	To consider the proposal for a potential coffee/refreshment station on Vire Island.	The Clerk read out the proposal and advised that at this stage it is only an informal question to the Council. After some discussion about the positive and negative effects it could have it was decided that the idea would be supported in principle assuming more detailed plans would be forthcoming for consideration.

10	To note the Sept – Oct 2017 Tourism report.	Noted.
11	To note the annual Guildhall visitor and income figures.	The Clerk reported that income was up again this year but the cost of staff to open on Saturdays was not covered by the increase, so opening on Saturdays next season will need to be reviewed. The need for better signage for all the town's historic assets was discussed.
12	To note and encourage promotion of the Community Budgeting session on 11 th December from 6pm in the Guildhall – open to the public.	Noted.
13	To consider adoption of the Mayoral Policy as recommended by November 2 nd 2017 Operations Committee.	It was RESOLVED to adopt the Mayoral Policy as recommended by November 2 nd 2017 Operations Committee.
	<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>	Not required.
14	To discuss matters arising or recommendations from CONFIDENTIAL minutes (ONLY IF REQUIRED).	None.
15	To confirm the date of the next meeting as Monday 8 th January 2018 at 7pm. The next Paige Adams meeting will be held immediately beforehand at 6pm.	The dates were noted and the meeting ended at 8.45pm.

Christina Bewley
Deputy Clerk

**MINUTES OF THE PLANNING AND PLACE COMMITTEE
THURSDAY 14TH DECEMBER 2017 AT THE GUILDHALL TOTNES**

Present: Councillors R Hendriksen (Chair), J Hodgson, P Paine, and K Sermon.

In Attendance: Sara Halliday (Administrator).

Apologies: Councillor A Simms.

Not Present: Cllrs N Hart-Williams and R Vint.

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	It was RESOLVED to accept the apologies.
<i>The Committee will adjourn for the following items:</i>		
	A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.	A member of the public spoke about the proposed development of the skate park. They outlined the ongoing dialogue with SHDC (including on planning matters), that three tenders for design and build are expected, and the setup of a community interest company to take forward fundraising and grant applications. They asked for formal recognition of TTC support for the project which could assist them in grant applications and dealing with SHDC. To RECOMMEND to Full Council that a letter of support is sent to the Skate Park Community Interest Company to demonstrate TTC and community support for this project, based on the Community Budgeting public consultation responses.
<i>The Committee will convene to consider the following items:</i>		
2	To approve the minutes of the meeting of 5 th October 2017.	Agreed. There were no matters arising.
3	<p>To make recommendations on the following planning applications:</p> <p>3.1) 3804/17/HHO & 3805/17/LBC – Householder application and listed building consent for internal alterations to walls and doorways, repair and replacement of roof, change in colour to external wall, modification to downpipe, replacement of roof light (retrospective). 7 Moorashes, Totnes, TQ9 5TN.</p> <p>3.2) 3902/17/LBC – Listed building application for repairing, renovating and improving the interior of existing property, repairing and enhancing part of the exterior. 6 Castle Street, Totnes, TQ9 5NU.</p> <p>3.3) 3773/17/OPA – Online application with all matters reserved for a dwellinghouse. Land adj. Kennicott Lodge, Ashburton Road, Totnes.</p>	<p>Applications available on the SHDC website – www.southhams.gov.uk</p> <p>No objections.</p> <p>No objections.</p> <p>No objections.</p>
<p>NOTE: Cllrs JH and RV observe and do not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.</p>		

4	<p>To note the following tree works orders (the date for comments has now closed):</p> <p>Works to Trees in a Conservation Area:</p> <p>4.1) 3149/17/TCA T1: Magnolia Grandiflora evergreen – Crown height reduction by approximately 1.2m, lateral crown reduction by approximately 2.4m to prevent overwhelming adjacent apple tree, damaging terrace railings and to allow more light into lower rooms at back of house; T2: Apple – crown height reduction by approximately 1.2m to remove recent top growth to promote health of tree, all advised by AJ Paine and Sons. Northgate Lodge, Castle Street, Totnes, TQ9 5NX.</p> <p>4.2) 3326/17/TCA T1: Damson – Fell, remove, rotten, threat to adjacent properties. 49a High Street, Totnes, TQ9 5NP.</p> <p>4.3) 3512/17/TPO T1: Ash – Crown thin by 20% to reduce excessive shading to property and garden. Burgage House, Victoria Street, Totnes, TQ9 5EG.</p> <p>4.4) 3342/17/TPO T1: Silver Birch – Dismantle, fell, previously neglected, threatening property foundations, lifting roots, damaging retaining garden wall, felling will also reduce threat of potential drainage issues due to proximity to water main. 4 Bank Lane, Totnes, TQ9 5EH.</p> <p>4.5) 3115/17/TPO T1: Horse Chestnut – reduce whole crown by up to 2 metres. Pomeroy Coach House, Pomeroy House, 19 Bridgetown, Totnes, TQ9 5BA.</p> <p>4.6) 3501/17/TCA T1: Hornbeam – fell, too tall for small space, impacting on old wall, drains garden of moisture, causes excessive shading to properties in proximity. Mount Radford, Plymouth Road, Totnes, TQ9 5LH.</p> <p>4.7) 3771/17/TCA T1: Ash – Fell, 6 phone cables running through mid-height of tree, interferes with cable access to properties, vigorous annual growth, leans to one side following heavy winds. 10 Baring Cottages, Weston Lane, Totnes, TQ9 5AP.</p>	<p>Applications available on the SHDC website – www.southhams.gov.uk</p> <p>Cllr Paine declared a pecuniary interest as the company is owned by his brother.</p> <p>Noted.</p> <p>Noted. Cllrs request that a more appropriately sized tree is planted to replace the felled tree.</p> <p>Noted.</p> <p>Noted. Cllrs request that a more appropriately sized tree is planted to replace the felled tree.</p> <p>Noted. Cllrs suggest pollarding the tree as an alternative to crown reduction.</p> <p>Noted. Cllrs request that a more appropriately sized tree is planted to replace the felled tree.</p> <p>Noted. Cllrs suggest pollarding the tree as an alternative to felling.</p>
5	<p>To note the following planning applications (the date for comments has now closed):</p> <p>5.1) 3359/17/HHO – Householder application for single storey bedroom extension to replace existing porch. 8 Weston Lane, Totnes, TQ9 5UN.</p>	<p>Applications available on the SHDC website – www.southhams.gov.uk</p> <p>Noted.</p>

	<p>5.2) 3469/17/LBC – Listed building consent for replacement windows and guttering, repair roof, pointing on stone wall, render on wall and renewal of render to chimney. 6 Castle Street, Totnes, TQ9 5NU.</p> <p>5.3) 2936/17/FUL – Installation of additional doors and windows to existing unit, formation of first floor show room and ground floor offices. Southfield Windows, Babbage Road, Totnes, TQ9 5JA.</p> <p>5.4) 3491/17/COU – Change of use of industrial unit to play cafe (use Class A3). 10 Babbage Road, Totnes, TW9 5JA.</p> <p>5.5) 3590/17/FUL and 3591/17/LBC – Listed building consent for interior alterations including the removal of c20th partitions, extension of Waterside Bistro into the adjacent property, external redecoration and window replacement. Waterside Bistro, The Plains, Totnes, TQ9 5YS.</p> <p>5.6) 3617/17/FUL – Change of use of studios to two Almshouses (resubmission of 3388/16/FUL). The Old Stables, Station Road, Totnes, TQ9 5HW.</p> <p>5.7) 3712/17/HHO – Householder application for demolition of existing conservatory and garage and construction of new single storey rear extension and new dormer windows. 3 Priory Avenue, Totnes, TQ9 5HR.</p>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Noted.</p>
6	To consider the minutes of the Totnes Neighbourhood Plan Steering Group meetings held on 20 th September, 10 th and 18 th October.	The minutes were considered and noted.
7	To note planning application 3895/17/POD – notification for prior approval for proposed change of use of building from Office use (Class B1(a)) to 30 flats (class C3). Parkers Barn, Parkers Way, Totnes TQ9 5UF.	Noted. TTC will contact the developer to understand more about the plans and to discuss the requirement for an access route for cars from Chamomile Lawns into Parkers Way.
8	To note the location for a 'Totnes' sign on Kingsbridge Hill.	It was agreed at Full Council to site the signs at options 1 (Swallowfields) and 4 (Kingsbridge Hill, opposite the layby). Cllr Hodgson is pursuing this with Devon County Council.
9	To note the minutes of the October Totnes Traffic and Transport Forum and 2016 AGM, and the agenda for the November meeting.	Noted. A question was raised on whether the proposed roundabout plans have been sent to TTC – to date no such plans have been received in the Council Offices directly asking for TTC comment.
10	To note the following event requests received by SHDC.	
	10.1) Breast Screening Unit, Steamer Quay Car Park, 2 nd January 2018 for 6 weeks.	Noted. It was suggested that a more accessible and convenient location would be the Morrisons car park.

11	To note the Parish and Town Council Conferences presentations and agendas for information.	Noted.
12	To note the proposed date of the next meeting – 11th January 2018 at 4pm in the Guildhall.	It was agreed that future Planning and Place Committee's will start at 5pm .

CHAIR

DRAFT



**DRAFT MINUTES FOR THE OPERATIONS COMMITTEE
MONDAY 18TH DECEMBER 2017 AT THE GUILDHALL TOTNES**

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

Apologies: None.

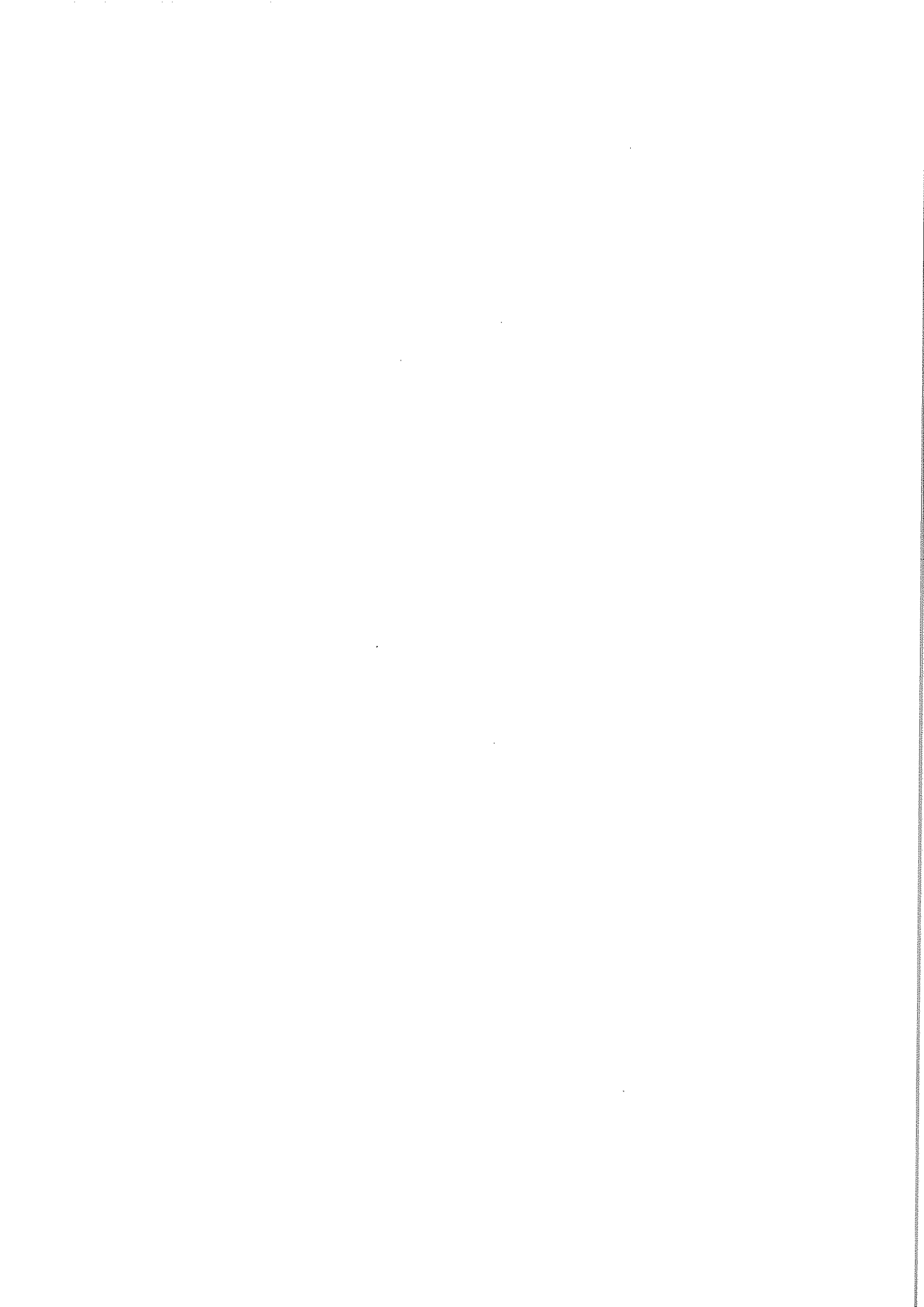
In Attendance: Catherine Marlton (Town Clerk)

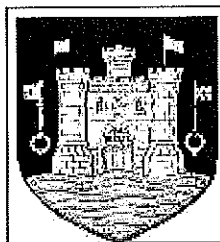
No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	None
<i>The Committee will adjourn for the following item:</i>		
	Public Question Time: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.	Cllr Sweett asked whether any Councillors would be willing to become volunteer wardens to check on homeless people in the town on colder nights. Concerns were raised about safety and liability of this and it was felt that it would be better for the Police and other local agencies to take the lead. Cllr M Adams to speak to Liz Waterson regarding this.
<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 noted. No virements needed at this time.
4	To consider a draft budget for 2018/19.	The Town Clerk went through the draft budget line by line. Councillors asked for further information on the Tourism budget and Guildhall visitor numbers. Additional funds were asked for against IT equipment given the constant updates needed to stay current and the Town Clerk was asked to query the Castle Meadow income lines. Subject to these details the Operations Committee AGREED that the draft budget was sound.
<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>		
5	To discuss any CONFIDENTIAL staffing matters associated with the draft budget – if required (ONLY IF REQUIRED).	None.
<i>The Committee will reconvene</i>		
6	To note the date of the next meeting on Monday 22nd January at 5pm	Noted.

This meeting will be followed by a Neighbourhood Plan Task and Finish Group and a Full Council meeting

Catherine Marlton

Town Clerk





MINUTES OF AN EXTRAORDINARY MEETING
MONDAY 18th DECEMBER 2017 AT 7PM, THE GUILDHALL OFFICES TOTNES

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

Apologies: Councillors Elliot-Smith and Barker.

Not present: Councillor Hart-Williams.

In Attendance: Catherine Marlton (Town Clerk), District Councillor Green, District Councillor Birch, 1 member of the Press and 9 members of the public.

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	Apologies were given by Councillors Barker and Elliot-Smith. Cllr Witty explained he had to leave early for a prior engagement. It was RESOLVED to accept the apologies. Cllr Elliott-Smith's resignation was noted. Full Council thanked him for his time and expertise and sent warm wishes.
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	To consider the NP Task and Finish Group membership listing.	Cllr Hodgson asked that members of the public be allowed to speak on this issue. This was agreed and standing orders were suspended to allow members of the public to speak and then the meeting was reconvened. Cllr Hodgson expressed concern as to how the draft membership list was formulated and said the criteria for selection should have been agreed before people were approached. Cllr Whitty expressed concern regarding the proposed structure of the new group and whether it would fulfil the requirements for a 'community led' plan. Cllr M Parker put herself forward for the new group in light of Cllr M Barker stepping down. This was agreed. Cllr Hodgson proposed that all members of the previous NPSG be added to the new group membership listing. Cllr Simms felt that previous members of the NPSG should be invited to attend as everyone is, but with observer status only. Cllr R Adams stated that the new group was formed from community members who were keen to be involved. Cllr Whitty proposed that the Town Council go forward in line with the recommendations made in the letter from the previous NPSG. This was seconded

		<p>by Councillor Hodgson.</p> <p>Cllr M Adams felt the terms from the NPSG letter were coercive and was not supportive of the motion.</p> <p>Cllr Westacott proposed that the list presented from the NP Task and Finish Group meeting should be agreed. Cllr R Adams seconded.</p> <p>Cllr Whitty left the meeting for a prior engagement.</p> <p>Cllr Simms proposed an amendment – It was RESOLVED that the new NP Task and Finish Group will consist of the membership list proposed by that group (below) with Cllr R Adams in place as Chair. Previous NPSG members will be invited to be involved and if they wish to be considered for membership that will be considered by Full Council. This was seconded by Cllr R Adams.</p> <p>The Clerk was asked for a recorded vote.</p> <p>Cllr Paine – Yes, Cllr Hendriksen – Abstention, Cllr Piper – Yes, Cllr Hodgson – Abstention, Cllr M Adams – Yes, Cllr R Adams – Yes, Cllr Westacott – Yes, Cllr Sweett – Abstention, Cllr M Parker – Abstention, Cllr Sermon – Yes, Cllr Simms – Yes. The motion was carried.</p> <p>Membership listing:</p> <p>Cllr Rosie Adams (Chair) Cllr M Adams (Operations Committee Chair) Cllr Paine (Operations Committee) Cllr Westacott MBE (Personnel Chair and Operations Committee) Cllr Simms (People Committee Chair) Cllr Hendriksen (Planning and Place Committee Chair) Cllr Parker (People Committee) Lindsay Garner Andy Garner Rev Steve Jones Claire Allford Georgina Allen Cllr John Birch Chris Watson Stu Lambert Carmen Luscombe Lindsay Cowling</p>
4	<p>To consider authorising Cllr J Green and Cllr J Hodgson to speak on behalf of the Town Council regarding the JLP hearings.</p>	<p>Standing orders were suspended to allow District Councillor Green to speak.</p> <p>It was AGREED that Councillor Green would forward his statement to all Councillors and that February Full Council could consider endorsing it.</p> <p>Cllr Hodgson raised serious concerns regarding the JLP and considered it unsound. She asked Councillors to write to her with concerns and support around population growth, jobs, wildlife law and air quality.</p>
5	<p>It was noted that the date of the next Full Council – 8th January 2018 at 7pm in the Guildhall. Paige Adams Trust meeting will be held at 6pm directly beforehand.</p>	

Catherine Marlton



Town Clerk

TOTNES AND DISTRICT TRAFFIC AND TRANSPORT FORUM

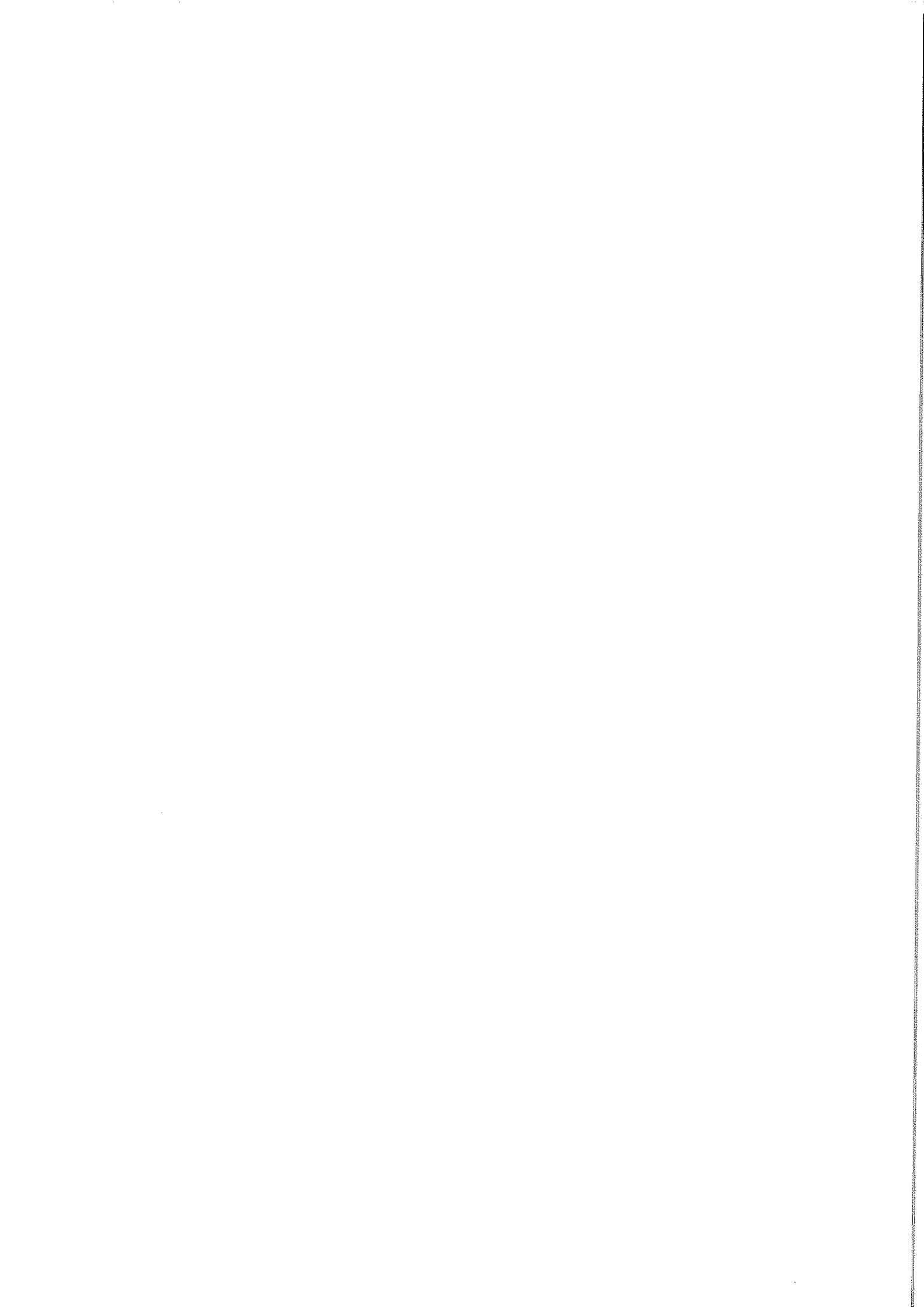
Advisory Body to Totnes Town Council

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

Vice-Chair: Alan Langmaid alanlangmaid@hotmail.com

AGENDA for meeting on **Wednesday 10 January 2018** at the **REconomy Centre, The Lamb, Totnes** to follow AGM.

1. Apologies.
2. Minutes of the meeting of 29 November 2017 and matters arising not on agenda
3. EV Charge Points.
4. Baltic Wharf S106 Agreement – Transport provision
5. Parking Group Progress Report
6. Bob the Bus report
7. Redworth Junction proposal
8. Air Quality Management
9. Town, District and County Councillors' reports
10. AOB
11. Dates for future meetings in 2018



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 REconomy Centre, The Lamb, Totnes on Wednesday 29 November 2017.

Present: John Birch (Chair), Peter Rees, James Bellchambers, Alan Langmaid, Simon Harrington, Julian Burn, Jacqi Hodgson, Mary Popham, Jack Patterson

1. Apologies: Helen Kummer, Robert Vint, Tracy Cheesman
2. Minutes of 25 October 2017 and matters arising:

Minutes approved.

Matters arising not on the agenda:

Plymouth Rd.; Follaton proposed pedestrian crossing/refuge – TC and MP met with Neil Oxten (DCC) who was not prepared to progress the scheme due to expense. TC and MP to discuss with JH

Emergency Sevices; JB reported follow-up letter sent to Fire Station Chief offering co-operation to raise awareness of road traffic obstructions at some sites within Totnes. A tour around the “pinch-points” had been organised and the press had been invited.

Members report; Remedial work required to Nursery Car Park – JB to follow up

3. EV Charging Points: JB proposing a motion to next Full Council meeting of SHDC calling for a report leading to the introduction of EV points in SHDC public car parks. JB to report back.
4. JLP: JB reported on current position concerning the examination of the draft JLP which was due to take place early in the new year.
5. Parking Group progress report: JH to organise the holding of a public meeting to consider on-street issues and charging policy. JH to discuss with DCC. Particular issues in Jubilee Road and Plymouth Road where there are no current parking restrictions.
6. Bob the Bus report: SH reported that matters were progressing slowly with SHDC in respect of the new HQ for BtB on the Industrial Estate.

SH reported on the Govt consultation on ‘unfair competition’ for school contracts and call for ‘trained and licensed drivers’ at a cost of £1000/driver

likely to particularly hurt smaller CT operators. The matter had been raised in Parliament and the Govt was surprised by adverse response.

The barrier recently erected by SHDC at Follaton had resulted in difficulties and these had been partially resolved following a site meeting. Members of the Forum agreed that SHDC's Follaton car park should be classified as a public car park and be regulated.

SH reported on preparations for the Christmas shopping park and ride, including better signage and increased usage. SH will report on numbers at the next meeting.

7. Redworth Junction proposal:

JBrn proposal for a new roundabout layout favouring pedestrians and cyclists went before the recent HATOC meeting and was introduced and proposed by JH. The proposal received support and was referred to DCC's corporate scrutiny for further consideration. JH and JBrn were thanked for progressing this matter.

8. Reports were provided by Town, District and County Councillors

9. Any Other Business:

JB is to circulate a copy of the Baltic Wharf S106 Agreement to those attending and in particular that part dealing with the transport provision. This matter is to be the subject of discussion at the next meeting.

SH raised the matter of parking on pavements and there being no relevant Traffic Regulation Order in the centre of Totnes. He said there was a need for a controlled parking order in the town centre. JH is to discuss with Mike Jones of DCC and report back.

Date of next meeting: **Wednesday 10 January 2018 at 6.00pm at Reconomy Centre, The Lamb, Totnes. Proposed dates for 2018 meetings as follows:**

28-Feb,	6:30pm
28-Mar,	6:30pm
25-Apr,	6:30pm
23-May,	6:30pm
27-June,	6:30pm
25-July,	6:30pm
22-Aug,	6:30pm
26-Sep,	6:30pm
24-Oct,	6:30pm
28-Nov,	6:30pm
19-Dec,	6:30pm

TOTNES AND DISTRICT TRAFFIC AND TRANSPORT FORUM

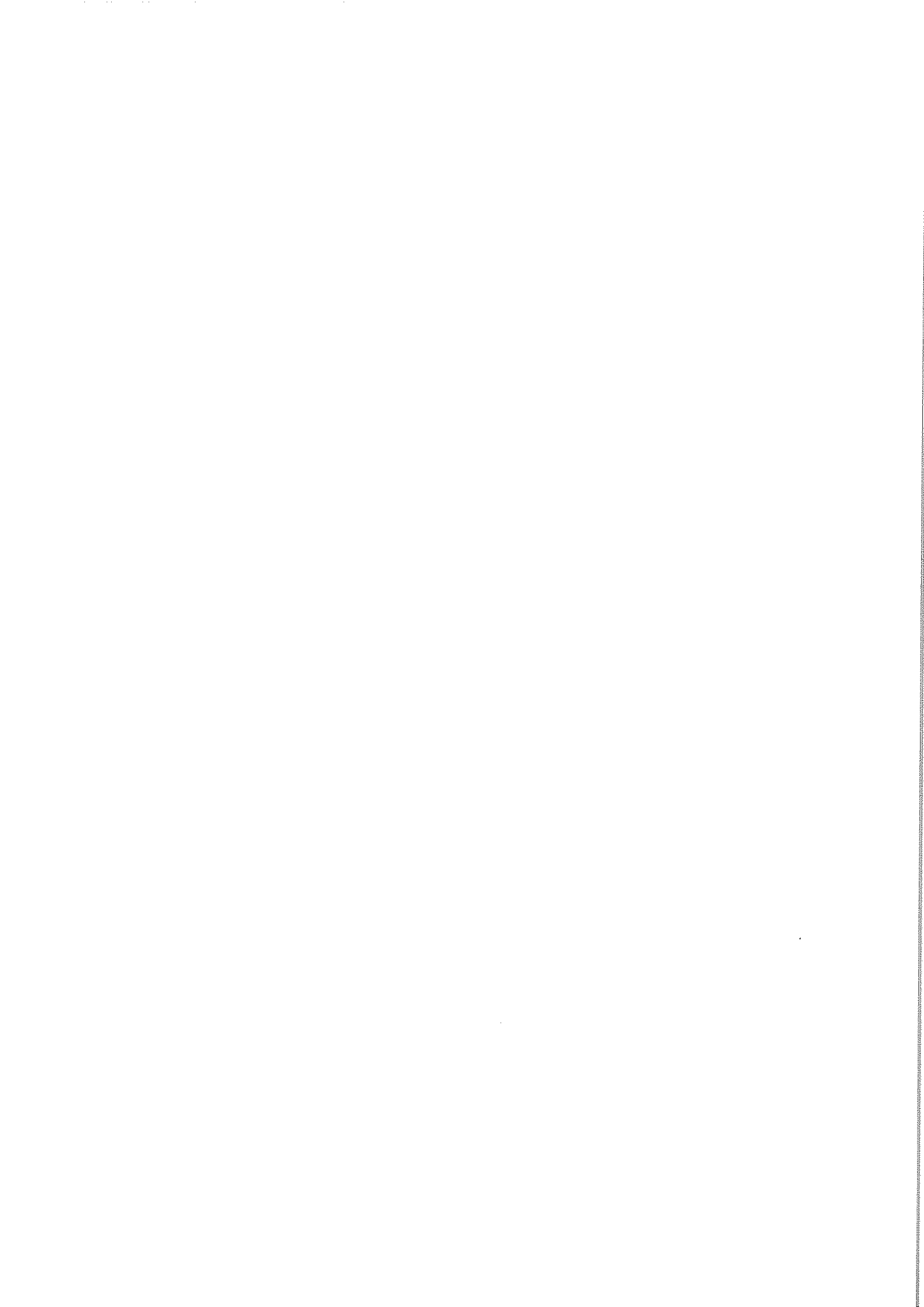
Advisory Body to Totnes Town Council

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

Vice-Chair: Alan Langmaid alanlangmaid@hotmail.com

AGENDA for Annual General Meeting to be held at 18.00 on **Wednesday 10 January 2018** at the **REconomy Centre, The Lamb, Totnes**

1. Apologies.
2. Minutes of the AGM held on 11 November 2016 and matters arising
3. Election of officers
4. Amendments to Constitution
5. Representatives from other bodies
6. AOB



Totnes and District Traffic and Transport Forum

An Advisory Body to TOTNES TOWN COUNCIL (TTC)

Co-Chairs: Peter Rees 07970 267547 pvrees@tiscali.co.uk and Jack Paterson patersonjack@hotmail.com

Vice Chair: Alan Langmaid, 01803 863296 alanlangmaid@hotmail.com

Draft Minutes of the AGM

held in the Guildhall, Totnes on Wed 11 November 2016 at 1900

Present:

Jack Paterson (Chair) (JP), Peter Rees (PR), Alan Langmaid (AL), James Bellchambers (JBe), Sandi Whale (SW), Cllr Robert Vint (RV), Cllr John Green (JG), Cllr John Birch (JBi) left at 2000, Simon Harrington (SH), Cllr Tony Whitty (TW), Caroline Hall (CH) left 2000.

Prior to the Meeting JP announced that he would not be standing as co-chair and that this would be his last meeting in the chair. AL proposed a vote of thanks to JP for his work particularly during the difficult period of the ETO and RTO in Fore Street and High Street. PR seconded the motion which was agreed.

1. Secretary. RV agreed to take notes and JP to produce minutes.
2. Apologies: Helen Kummer, Julian Burn, Julian Hall
3. Annual General Meeting
4. Minutes of the AGM of 14 November 2015 were approved. Matters arising:
5. Constitution. JP said that the constitution was materially the same as the previous year. A small paragraph had been added to 'Current Structure' to reflect and clarify the relationship with Totnes Town Council. This paragraph read: 'The Forum is recognised by Totnes Town Council as an advisory body and as such is allowed to hold meetings in the Guildhall, Totnes under the Council's Standing Orders. The Forum acknowledges this and thanks the Council for this facility.' It was agreed to rewrite the Forum's relationship with Totnes on the Move which is now known as the Transport Task Group of the Neighbourhood Plan Team. Jack Paterson would be replaced by Cllr John Birch.
6. Election of Officials: Chair, Vice-Chair and Secretary. PR and Cllr John Birch (JBi) were proposed as Co-chairs by JP, seconded by AL, approved. AL proposed as Vice-chair by JP, seconded by SW, approved. No-one was willing to act as Secretary.
7. Representatives to and from other bodies: The representatives had been updated for 2016 but further updating was required for the next year. The Forum agreed the following: Representatives to statutory and other bodies: District Council: Cllr John Birch, TTT Core Group: to check if this is still in existence, Public Space

Forum: to be deleted, Voting representatives from community and advisory organisations: Totnes & District Trust to be renamed Totnes Trust, represented by Louis Victory, Totnes Chamber of Commerce: Sandi Whale (by Andy Garner, David Tinker), others as recorded. Helen Kummer to continue to represent Stoke Gabriel.

8. AOB – None.

visit TOTNES

Marketing Report Nov – end Dec '17
Samantha Branch, Destination Manager

PR

PR – Competitions

Here is an overall update on all of the 2017 competitions including those I organised through our own FB page:

Business	Prize	Date	Medium	Circulation	Results
Visit Devon	2 night stay at Dartington Hall for 2 with meal for 2 at Steam Packet Inn and tickets to Timehouse Muzeum	Sept	E-news (B2B & B2C), Twitter, FB, Instagram & website	Twitter - 44.4K, Instagram 1,800, FB 25K	No sign up to VT as VD organised and asked people to sign up to their e-news
Visit South Devon	Night Bay Horse, meal Waterside & tkts SDevon Railway	May	E-news & social media	E-news 27,807 Social 26,622	Over 1,700 entries with 1,300 sign ups to VT e-news
FlyBe - Flight mag	1 night stay for 2 at 7 Stars Hotel, a meal at the White Hart at Dartington and a milking experience at Dartington Dairy	Oct	Magazine	All domestic & international flights from Exeter Airport	404 entries via FlyBe website - 126 opted in to receive more info from VT and 156 opted in to receive more info in total whether from us or the other suppliers
Facebook - VT	2 tickets for Rare Breeds Farm	Sept	Social Media	FB, Twitter & Instagram	FB post - 111 likes, 150 shares, 40 comments and reached 9,586 people, Twitter - 1,064 engagements
Facebook - VT	Lunch for 2 at Bayards Kitchen Dartington – see Appendix A	Dec	Social Media	FB, Twitter & Instagram	FB likes increased from 622 likes to 661 - FB post generated 15 likes, 15 shares and reached 1,018 people, Twitter - 525 engagements and Instagram - 13 likes

I have scheduled quarterly Facebook competitions for March, June, September and December if we can source prizes.

PR – Editorial

Totnes Times wrote a feature about the Tourism Partnership meetings – see attachment.

Sam Carrington – second novel featuring Totnes. I’ve sent a press release to the local media to try and generate some editorial about this. Devon Life have requested a copy of the book to write a feature.

PR – Travel



Totnes will be featured in one of the Bradt Travel Guide’s - *Slow Travel South Devon & Dartmoor* due for publication in April 2018 – Gillian from Left Bridge supplied them with images of Totnes which will be used in the guidebook itself, online on their destination pages and in their social media campaign promoting the region. We should receive a copy of the book on publication in April. See Appendix C for more information about this book.

Digital

Social Media Stats

PAGE LIKES	Feb	March	April	May/June	July-Sept	Sept - Nov	Dec
Instagram	137	183	226	300	466	582	726
Facebook	240	282	321	408	505	605 followers 597 likes	676 followers 664 likes
Twitter	187	248	306	402	494	563	635

Website Stats

	May	June	July	August	Sept	Oct	Nov	Dec	Total Jan – Dec '17
Data	Figures								
Sessions (Users)	6,983	5,738	6,986	10,529	7,034	6,077	5,375	4,269	62,189 (5,182 avg)
Users (Unique)	5,759	4,834	8,383	8,642	5,838	5,110	4,591	3,631	49,404 (4,117 avg)
Pageviews	27,702	23,107	33,818	40,420	26,147	22,564	16,650	12,959	234,830
Average session duration	2:39	2:57	2:47	2:40	2:42	2:29	2:02	2:14	2:37

Demographics – Country

In order from highest to lowest. There is never much change with these results, where in general the cities and countries move up or down a place or two.

Nov – Dec	
Country	City
UK	London
USA	Exeter
Germany	Plymouth
Spain	Torquay
Canada	Not set
France	Kingsbridge
Australia	Newton Abbot
Netherlands	Bristol
UAE	Falmouth
Italy	Paignton

Print

2017 Guide Update

Take One Media had 40k guides in 2017 with the aim of undertaking a national distribution of 30k and a regional distribution of 10k – by the end of the year they had distributed 37,100 with approximately 1000 being left in stands and 1800 left in the warehouse. This is very good overall but it has meant that we have been able to reduce the print run for 2018 and tighten the campaign based on those areas that went well.

The areas that did well tend to have towns which have some sort of synergy with Totnes in terms of creativity or history. Areas that didn't do well will be dropped including service stations – it's the wrong demographic and people tend to already be on their way to a destination therefore they prefer attractions.

We will use the money saved from the service stations and areas that didn't do well to increase the number of supermarkets in areas that did do well e.g. Taunton, and to increase the number of locations in the south east.

We're due to meet again in mid-April to review the 2018 campaign.

2018 Guides



The 2018 guides are being delivered on 4th January with 30k going to Take One Media for the national and regional distribution, and 10k coming to VT (in two batches due to space issues). We only printed 40k this year instead of 50k due to their being less income from advertising and we have tightened the national and regional distribution as we now know which areas did and didn't work meaning there will be less wastage.

10k will be distributed locally through the information points at 7 Stars and Totnes Bookshop and potentially the seasonal TIC, sent to advertisers with a letter asking them to re-order throughout the year, delivered to businesses in town and St. Mary's Church. The church got through 4,500 in 2017.

We are also running a trial campaign in London (see below) instead of distributing to the London Businesses with the guide.

London Campaign

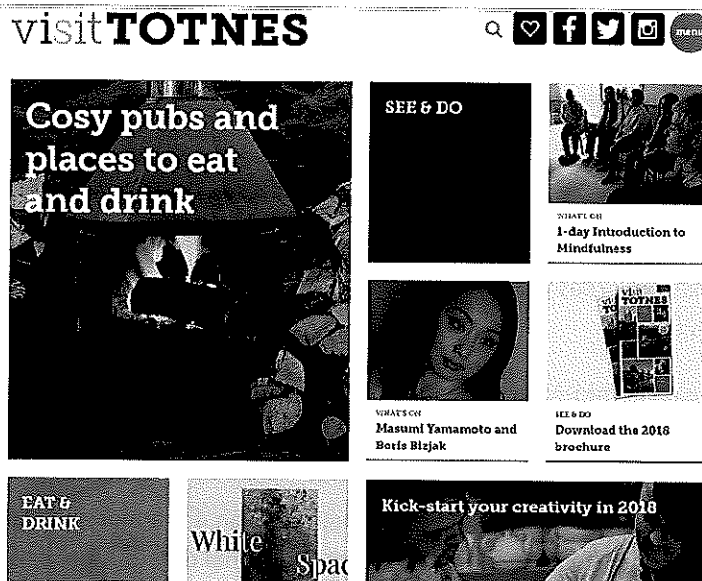


For the first time, we are trialling the distribution of 1000 DL sized leaflets in London in February and March (depending on how long they take to be picked up). These are being distributed by Take One again using their table top leaflet dispensers along the Northern Line Living route in coffee shops, delis etc. Places where there is a fairly high dwell time, places where people tend to stop on their way home from work or at the weekends.

We are trialling to different front covers (see picture on the left) with the orange going out in February and the turquoise in March. We will be able to test exactly how many of each are picked up (or how quickly they get picked up) and check Google analytics to see if there is a difference. We decided to put orange out in Feb as it's a bright sunny colour which should hopefully be more appealing when it's likely to be cold and wet still.

Digital

Website Development



Left Bridge are continuing to develop the website. I have created a Content Schedule Calendar with monthly themes – see below for the schedule which will be coordinated with the social media content, blogs and focus of the annual FB competitions:

Month	Focus	Space on home page	Content
January	Boosting visitor numbers	Large box on left	Cosy pubs and places to eat and drink

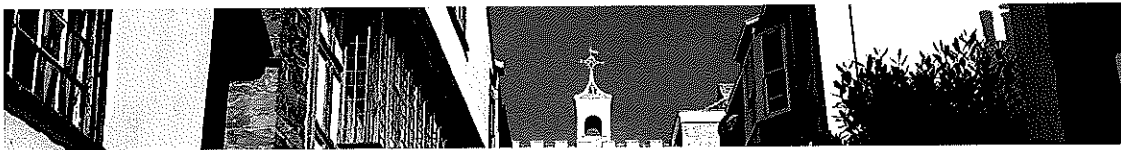
		Landscape box on next line	Winter attractions
		What's On boxes	Mindfulness course
		What's On boxes	Masumi concert
February	Valentines & Wellness to coordinate with London leaflet	Large box on left	Romantic things to do - dinner at TQ9, winter walk, steam train (in half term), river boat trip (half term), glass of wine at Waterside, buy a gift at one of the indie shops etc.
		Landscape box on next line	Health & Wellness (as the London leaflet is going out in Feb & this is what we're promoting)
		What's On boxes	Primo - Alfredo Zinola
		What's On boxes	Tree Care Day @ SHarpham
March	Easter	Large box on left	Shopping for Mother's Day - independent shops with unique gifts
		Landscape box on next line	Family attractions - China Blue, Rare Breeds, PZoo, Timehouse etc.
		What's On boxes	Mother's Day at Pennywell
		What's On boxes	Forage for wild medicine (unless we get another nearer the time e.g. egg hunts)
April	Spring	Large box on left	April is National Garden month - therefore focus on a garden trail & any outdoor parks
		Landscape box on next line	Outdoor activities with a focus on families for Easter e.g. kayaks, cycling, easy walks e.g. Franklin Trail
		What's On boxes	tbc
		What's On boxes	tbc
May	Getting outdoors	Large box on left	Outdoor eating - by river or in town
		Landscape box on next line	Town Trail
		What's On boxes	Open studios
		What's On boxes	tbc
June	Camping / architecture	Large box on left	Camping and glamping (National Camping Month)

		Landscape box on next line	History & Heritage
		What's On boxes	Canoe Festival
		What's On boxes	tbc
July	Food trail / longer stays	Large box on left	Things to try while you're here - food trail / Seafood platter at Waterside - Cream tea at 7 Stars - baguette at Mangetout - Delphinis gelato - curry at Cafe Mumbai etc
		Landscape box on next line	Self catering / cottages - longer stay accommodation
		What's On boxes	Ways with Words
		What's On boxes	Totnes Show
August	Exploring further afield	Large box on left	Exploring further afield - nearby beaches & the coast, surrounding villages & towns
		Landscape box on next line	Public transport - bus, train etc. Pushing people to use transport rather than driving
		What's On boxes	Orange racing
		What's On boxes	tbc
September	Environment	Large box on left	Local produce / crafts etc made in and around town or places sourcing locally
		Landscape box on next line	Totnes pound / local economy
		What's On boxes	tbc
		What's On boxes	tbc
October	Halloween / paranormal	Large box on left	Paranormal - 'haunted' places e.g. Guildhall, Berry Pomeroy, Castle
		Landscape box on next line	Halloween event
		What's On boxes	tbc
		What's On boxes	tbc
November	Vegan / Vegetarian	Large box on left	National Vegan Month - celebration of all vegan & vegetarian restaurants & cafes & maybe a recipe

		Landscape box on next line	Art galleries
		What's On boxes	tbc
		What's On boxes	tbc
December	Christmas	Large box on left	Late night shopping
		Landscape box on next line	Eateries offering Xmas lunches
		What's On boxes	Santa by Steam
		What's On boxes	

Website pages

As part of my website strategy I wanted to promote the different areas in town to try and increase footfall for The Narrows and Leechwell Street and other more hidden areas and to highlight some of the differences. Left Bridge have started to do this in the shopping section of the website which is something we can add to as we get more people on board:



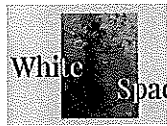
Get funky on Fore Steet

The street starts to make a gradual ascent towards the clock. Take your time in The Timehouse to browse the novel gifts to buy and stop to admire the local art at one of the many galleries including the excellent White Space Art gallery.

Highlights include



SEE & DO
The Timehouse



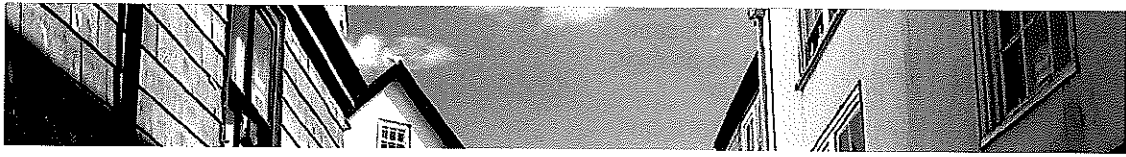
SEE & DO
White Space



SEE & DO
FAB Totnes



SEE & DO
Totnes Elizabethan House Museum



Don't miss the Narrows at the top of town

Noss around the Narrows at the top of town for collectables, vintage clothes, enigmatic books and fine arts – sometimes all in the same shop! Book a hair lesson, buy organic cotton pyjamas or fill up your container at the UK's first zero waste shop. You'll also find Rotterfold Square.

Highlights include



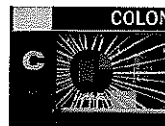
SEE & DO
The Hairy Barista



SEE & DO
Fox & Company



SEE & DO
Pagoda Interiors



SEE & DO
Colony

Business Survey

Before Christmas I sent some business surveys out to try and determine how business was in 2017 with a view to improving the Marketing Strategy for 2018. I sent the surveys to nearly 150 local businesses and stakeholders – so far I have only had 14 responses as follows:

- 8 responses out of 63 from the accommodation sector
- 4 responses out of 56 from retail and eateries
- 2 responses out of 27 from attractions

I sent them through Mail Chimp tailoring the survey and design to each sector:




Appendix A – Rare Breeds FB Competition

Visit Totnes added 3 new photos — at [Totnes Rare Breeds Farm](#)

Visit Totnes [@visittotnes](#)

WIN 4 tickets to the delightful Totnes Rare Breeds Farm where you can get hands on with a lot of the animals. Please like & share for your chance to win 4 tickets!
Tickets valid for 2017 & 2018. The winner will be picked at random and announced on Monday 11 Oct




Like Comment Share

5,510 likes · 243 comments · 150 shares

View previous comments...

- [Sarah Gerr](#) [@sarahgerr](#)
Done
- [Auntie Lisa](#) [@auntielisa](#)
Love, love, love!
- [Marianne Pugh](#) [@mariannepugh](#)
Love, love and share!
- [Jane Mace](#) [@janemace](#)
Love & Like & Share & Good Luck Everyone



Visit Totnes [@visittotnes](#)

Visit [@visittotnes](#) Facebook page for your chance to win 4 tickets to #Totnes Rare Breeds Farm @TommytheTawny. Please RT



8 Retweets · 3 Likes

Visit Totnes [@visittotnes](#) · 8 Sep 2017

Thanks for the RT @Rebecca2600000

Add another Tweet

Appendix B – Bayards Kitchen FB Competition

visit
TOTNES

Visit Totnes
@visittotnes

- Home
- Posts
- Videos
- Photos
- About
- Community
- Events

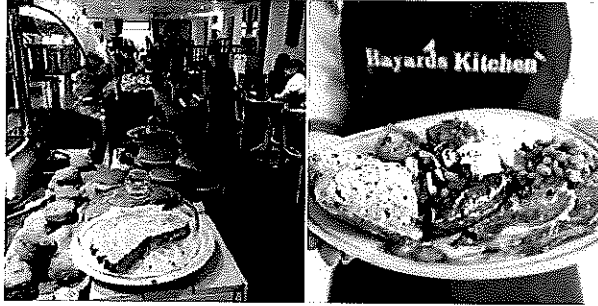
Promote
Manage promotions

Visit Totnes added 2 new photos.
Published by Samantha Branch (?) · 5 December 2017 at 14:14 · €

COMPETITION HAS CLOSED

🎉 *WIN a meal for 2 at Bayards Kitchen* 🎉

You could be in with a chance of winning a meal for 2 at the delightful Bayards Kitchen in Dartington near #Totnes, a family based restaurant run by Charlie and Zuzana Deuchar who also run the award-winning Bayards Cove in #Dartmouth. ... See more



1,018 people reached

Boost Post

Like Comment Share

Hazel Meek, Carol Wilks and 13 others

Chronological

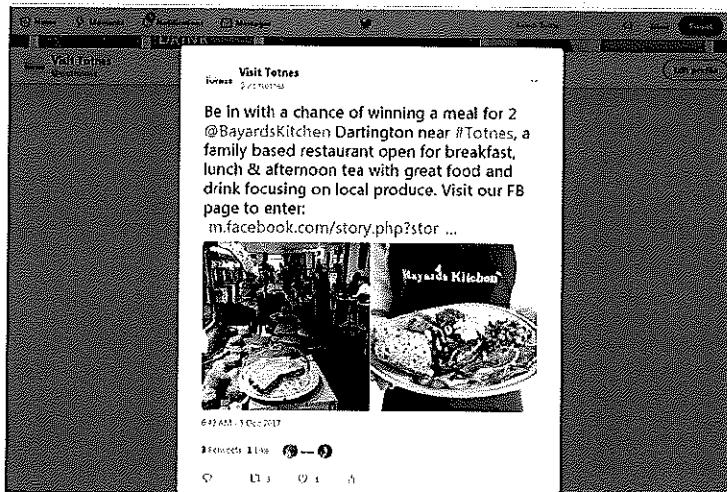
19 shares

View 9 more comments

Hazel Meek Anna McStew
Like · Reply · Message · 2w

Visit Totnes Hi all - just to let you know that the competition has now closed - huge congratulations to Denise Sings as you are the lucky winner of this lovely prize! Please can you email me at info@visittotnes.co.uk with your address so that we can send you a voucher 🍷

Like · Reply · Commented on by Samantha Branch (?) · 2w
View 1 more reply



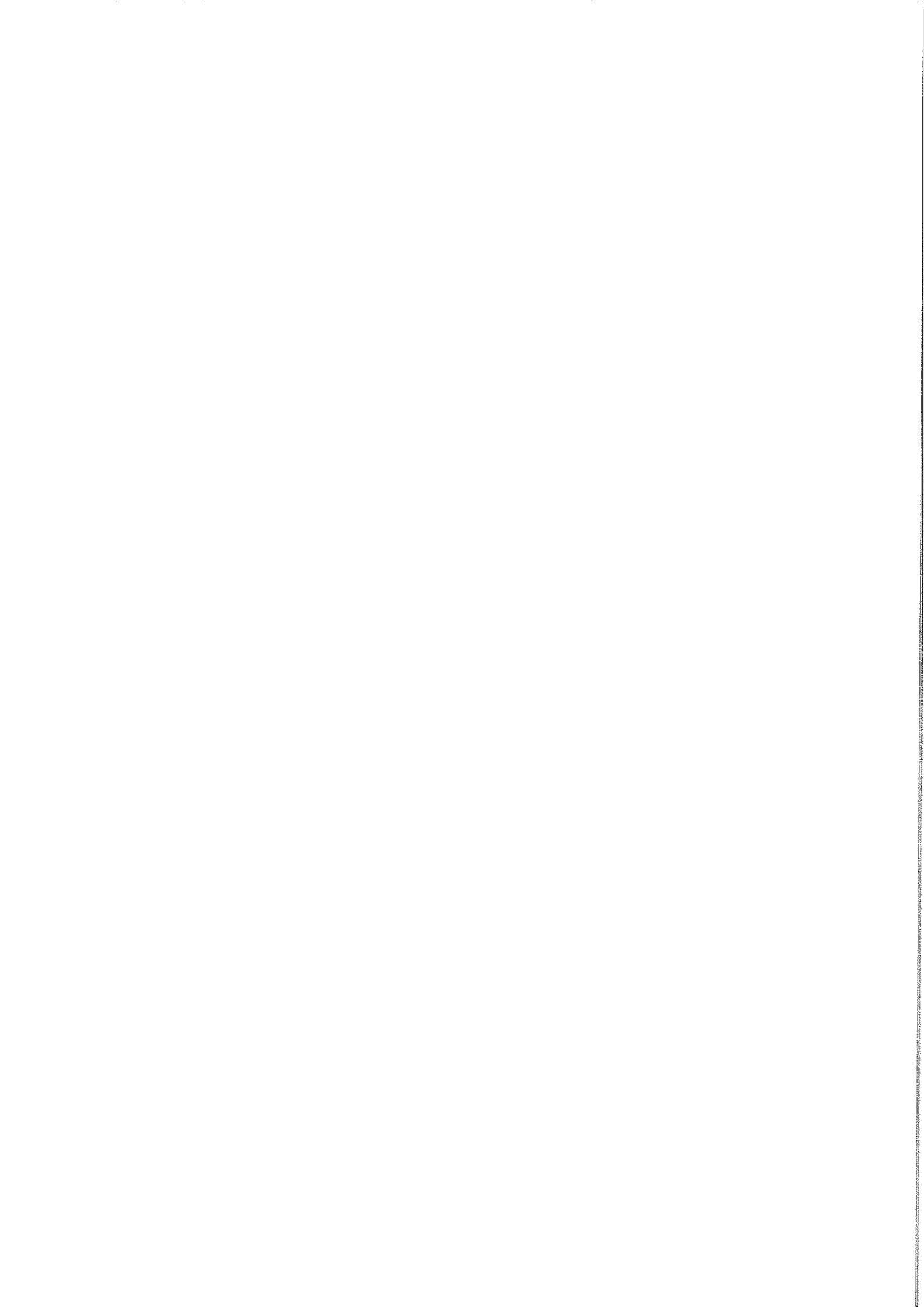
Appendix C - Bradt's South Devon & Dartmoor Slow Travel Guide

About this book

This new second edition of South Devon and Dartmoor is part of Bradt's distinctive 'Slow travel' series of guides to UK regions, offering in-depth exploration of one of England's most popular areas. Written by resident experts Hilary Bradt and Janice Booth, it is the essential companion guide to discovering not just the obvious and most popular sites, but also for getting off the beaten track and understanding what makes this gorgeous part of the country tick.

Much of the information in Bradt's South Devon and Dartmoor has appeared in no other guidebook (apart from the first edition of this book) as the authors uncover the lesser-known charms of the region as well as different aspects of the more popular places, together with colourful characters from the past, folk history, and literary links from Agatha Christie to Conan Doyle. The guide has a special emphasis on car-free travel: walking, cycling and river boats, as well as local buses and trains. Local food is covered, while accommodation and places to eat and drink have been hand-selected by the authors, from idyllically located campsites to stylish boutique B&Bs, with additional advice from a Devon-based tour operator who has personally tested many restaurants and hotels.

Colourful and witty writing, along with the authors' enthusiasm for their subject, makes the guide a pleasure to read. With Bradt's South Devon and Dartmoor discover the region's award-winning gin distillery and new whisky distillery; learn what really goes on at a wassail gathering; find out what you should do if you're harassed by pixies on Dartmoor; and discover where the International Worm-Charming Festival is held. Also included are selected walking routes with maps, and entertaining and informative stories about historical characters and folklore, while small and historic little village churches, with their idiosyncratic saints and intriguing carvings, are described in loving detail. Wet weather activities are also suggested for each area.



DRAFT LOCAL GOVERNMENT FINANCE SETTLEMENT 2018/19

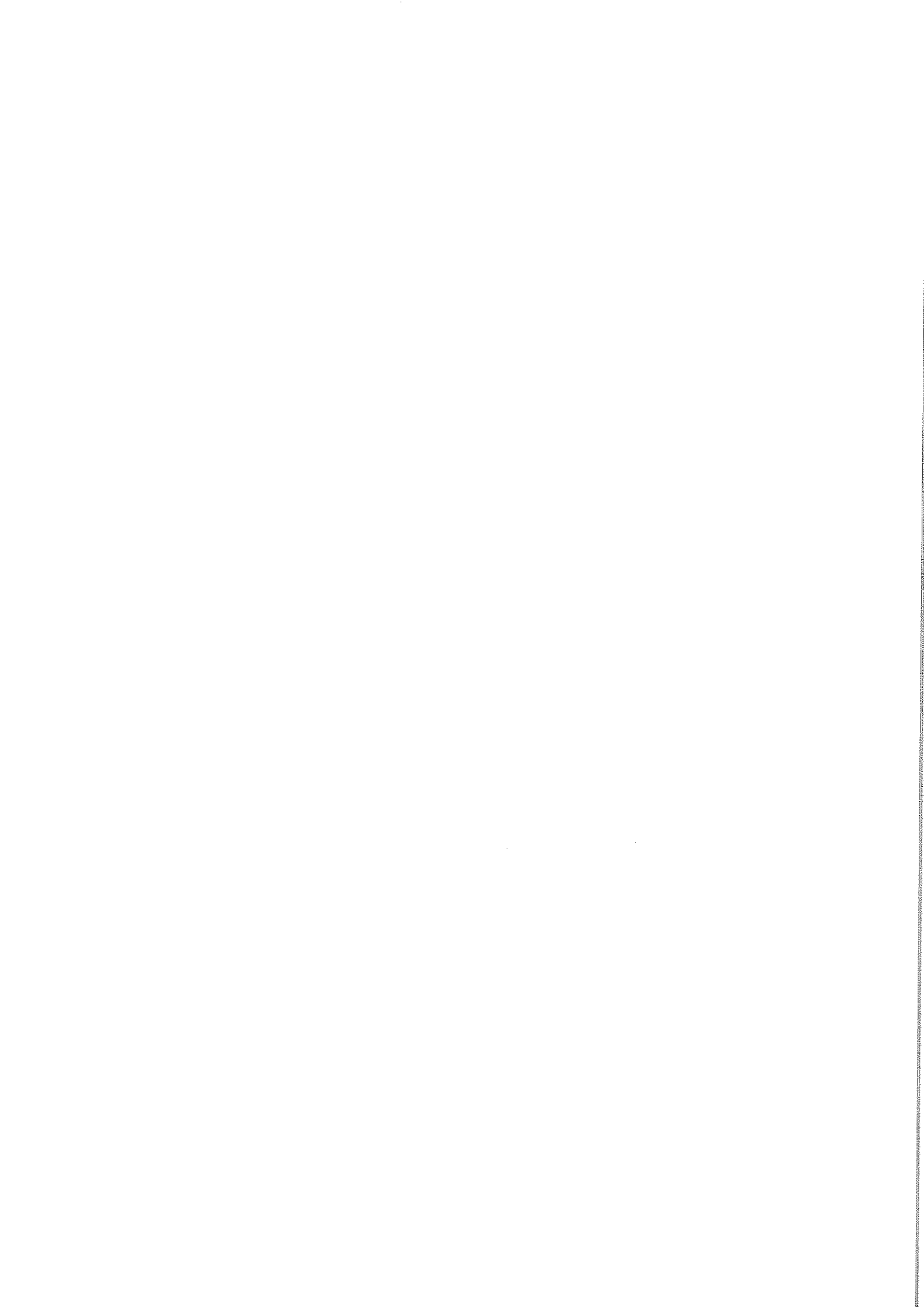
On Tuesday 19th December the Government issued the Draft Local Government Finance Settlement for 2018-19. A copy of the oral ministerial statement can be found at: <https://www.gov.uk/government/speeches/provisional-local-government-finance-settlement-2018-to-2019-statement>

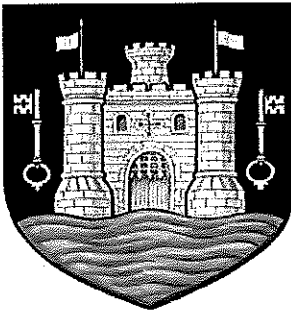
The part that relates to Town and Parish Councils states that:
I can also confirm that the government intends to defer the setting of referendum principles for town and parish councils for 3 years.
This is subject to the sector taking all available steps to mitigate the need for Council Tax increases...
...and the government seeing clear evidence of restraint in the increases set by the sector as a whole.

The Government has also issued a consultation on the Local Government Finance Settlement (responses to the consultation need to be submitted to DCLG by 16th January 2018)
<https://www.gov.uk/government/consultations/provisional-local-government-finance-settlement-2018-to-2019-consultation>

This states in Section 3.4.4 that:-
Having noted this work and the sector's request for longer-term certainty to aid financial planning, the Government intends to defer the setting of referendum principles for town and parish councils for three years. However, this is conditional upon:

- the sector taking all available steps to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for other uses or for "invest to save" projects which will lower ongoing costs, and
- the Government seeing clear evidence of restraint in the increases set by the sector as a whole.





TOTNES TOWN COUNCIL

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XX January 2018

To Whom It May Concern

Redevelopment of the Skatepark at Borough Park, Totnes

It is the view of Totnes Town Council that this skatepark is in need of substantial improvements as it is not only deteriorating but it presently fails to meet the needs of the town. Parts of it have become unsafe and therefore it is in need of repair or replacement.

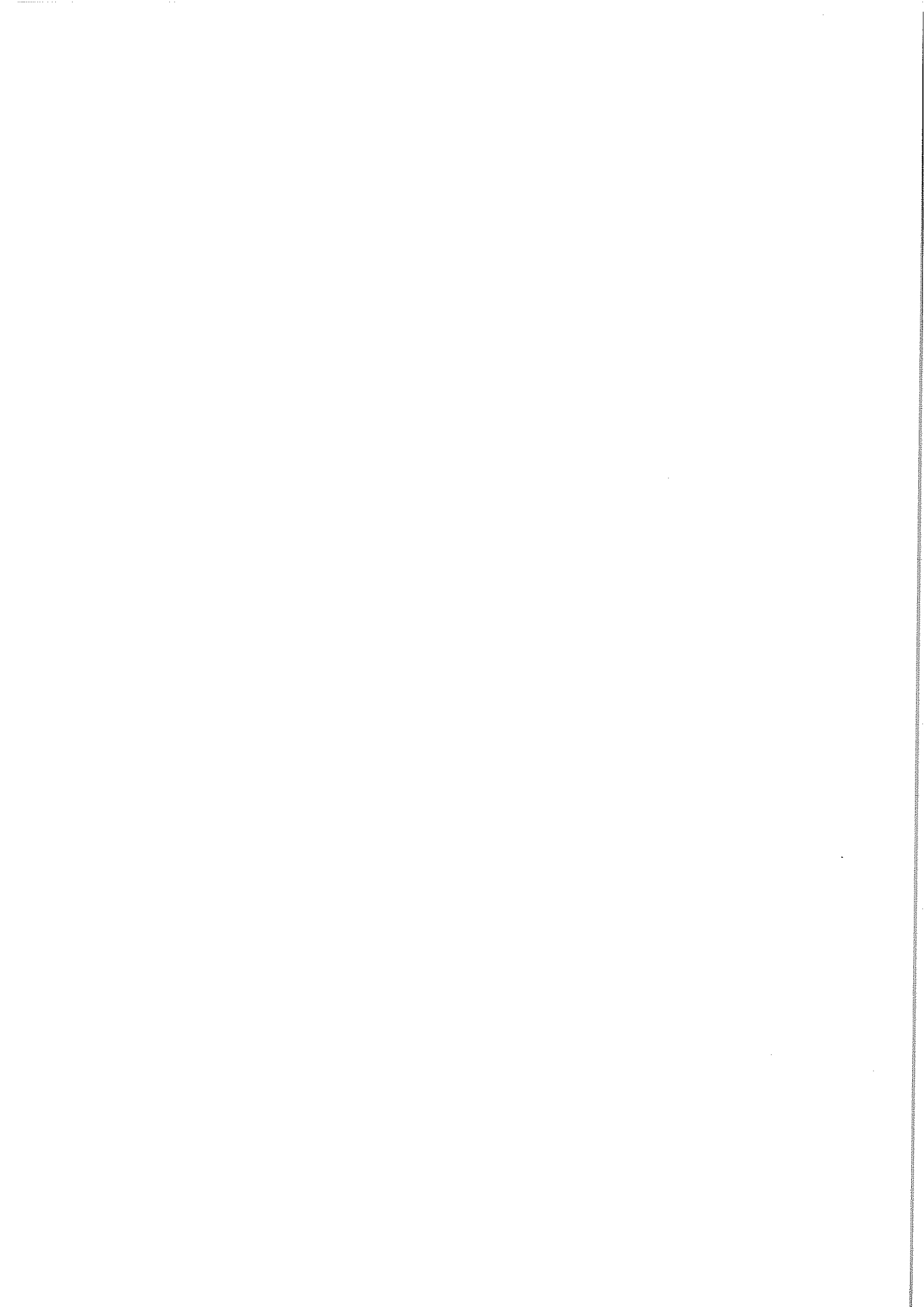
Further to discussions with South Hams District Council's Open Space Officer, park and play providers, and some of the young people who have used this skatepark for many years it has been agreed that the best investment of further funds for this facility is to replace it. As more land has been designated for expansion of the skatepark in public open space immediately adjacent to this site, there is an opportunity to replace the current facility with an enlarged skatepark that could improve the provision to a larger and wider group of skaters and could satisfy the following identified needs:

- Totnes Skatepark Community group wish to engage a wider community of skaters including the young and the 'old'. This inter generational invitation will improve the relationships of the young people who are living in a town where the over 50's population is increasing.
- The present skatepark is too small and does not meet the demand of our town's population.
- The graffiti is very likely to reduce as the concrete will be respected (they know not to damage it as it would adversely affect their skating).
- It will provide an opportunity to engage the community with the design giving voice to the young people and that the process is a positive experience. They will feel like they 'own' the park.
- Skating is less likely to happen within the town, i.e. streets etc which is unsafe.
- Anti social behaviour is more likely to reduce as more young people will be more occupied and the skatepark more visible.
- The Totnes Skatepark Community are forming as a Community Interest Company so that this project can become sustainable, managing events, liaising with the Rugby Club, improved tourism of skaters with the mainline railway presence.
- Forging links with other youth providers in Totnes and immediate environs such as Totnes Jamming Station's community outreach programme of dj'ing .
- This would also fulfil the provision of Borough Park which was gifted to the town by a benefactor as a park space for the town, not just for rugby.

On this basis Totnes Town Council expresses its full support for this excellent project and it will be supporting this project with some finance further to a community budgeting exercise which identified this project in the top three ideas receiving public support.

Yours Sincerely

Totnes Town Council



TTC - JANUARY 8TH 2018
BUDGET SETTING REPORT
CATHERINE MARLTON – TOWN CLERK

The draft budget has been discussed and circulated to all Councillors through the Community Budgeting sessions and through Operations Committee in December 2017.

The information from South Hams District Council regarding our precept figure is just in. The current Band D rate is £125.98 but as the Council Tax Base has risen from 2734.71 to 2822.99 then our annual precept would rise to £355640 without increasing Council Tax.

I would recommend that Full Council heed the advice to use restraint on precept increases. However as Councillors need to weigh up the pressure from the community to make improvements whilst also being fiscally responsible then I have costed 2 options.

Option 1 – The parish element of the Council Tax is not increased. Our precept would be £355640 plus £22230 Council Tax Support Grant. The draft budget attached is based on this option.

Option 2 – The parish element of the Council Tax is increased 1% which equates to £1.26 per Band D property. Our precept would be £359196 plus £22230 Council Tax Support Grant. This would raise an additional sum of £3556 for allocation in the annual budget.

Councillors are not restricted to these two options but I would urge caution when considering either cuts or larger increases given the pressures on both sides.

COMMUNITY BUDGETING RESULTS

RESIDENTS – 478 RESPONSES

General priorities

The Environment of the Town	1	24.22062	%
Social	2	24.04476	%
Opening up the Arts	3	19.20064	%
Our Totnes Heritage	4	17.72982	%
Tourism & the Economy	5	14.80416	%

Specific projects

Questions	Ranking		
Support for Caring Town	1	11.60	%
Skate Park Funding	2	9.85	%
Funding for Citizens Advice	3	9.00	%
Street Cleaning & Litter	4	7.95	%
Visitor Information Officer	5	6.64	%
Additional Planting - Traffic Calming	6	6.58	%
Town Officer	7	6.19	%
Maintenance of the Town	8	6.12	%
Financial Support for Totnes Museum	9	4.89	%
Annual Programme of Events	10	4.41	%
Civic Hall Fund for subsidised use	11	4.17	%

Additional Planting - appearance	12	3.88 %
Branded Signage	13	3.73 %
Museum as Heritage Centre	14	3.31 %
Visitor Information Point	15	3.28 %
Civic Hall more Attractive	16	2.78 %
Public Murals/Sculptures	17	2.06 %
Support for Totnes Carnival	18	1.57 %
Develop Arts Directory	19	1.10 %
Fun Fair during Carnival Week	20	0.90 %

NON-RESIDENTS – 328 RESPONSES

General priorities

Social	1	24.6064 %
The Environment of the Town	2	23.3875 %
Opening up the Arts	3	21.2798 %
Our Totnes Heritage	4	16.0995 %
Tourism & the Economy	5	14.6267 %

Specific projects

Questions	Ranking	
Skate Park Funding	1	11.7267 %
Funding for Citizens Advice	2	11.7036 %
Support for Caring Town	3	11.5651 %
Street Cleaning & Litter	4	7.10988 %
Annual Programme of Events	5	6.16343 %
Civic Hall Fund for subsidised use	6	5.88643 %
Visitor Information Officer	7	5.47091 %
Maintenance of the Town	8	5.40166 %
Town Officer	9	5.19391 %
Additional Planting - Traffic Calming	10	3.94737 %
Additional Planting - appearance	11	3.71653 %
Visitor Information Point	12	3.50877 %
Public Murals/Sculptures	13	3.34718 %
Civic Hall more Attractive	14	3.07018 %
Financial Support for Totnes Museum	15	2.67775 %
Museum as Heritage Centre	16	2.63158 %
Branded Signage	17	2.35457 %
Develop Arts Directory	18	1.86981 %
Support for Totnes Carnival	19	1.63897 %
Fun Fair during Carnival Week	20	1.0157 %

WHAT WERE THE COMMUNITY BUDGETING PRIORITIES AND HOW WILL WE ADDRESS THEM?

Allocations have been penciled into the draft budget on the following basis

Caring Town Service based in the Mansion

Service asking for £15056 annually to continue current service levels. Linkages with Citizens Advice and regular link up meetings required going forward.

Skate Park Funding

£13200 asked for to start the improvement programme.

Funding for Citizens Advice Service

£6110 allocated as requested as a one off cost to develop in town ties with the Caring Town team

Maintenance of the Town and Town Officer

Street Cleaning and Town appearance

Additional planting schemes around Fore Street and High Street

Further meetings are required with other parishes who have had Town Managers/Rangers to ascertain the pros/cons. Other options such as contracting out smaller projects to self-employed contractors should be investigated

Money should also be allocated to improvement of the public realm in terms of planting. Most efficient use of funds is to engage with existing projects and groups across the whole geographical area of Totnes.

Visitor/Community Information Officer

A seasonal member of staff employed April – September to work with the Marketing Manager and provide on the ground help. Details to be arranged through the Personnel Committee. Based in a town centre location.

Annual programme of Events for the Community

£3,000 allocated annually for the holding of at least 2 events annually aimed at local people. Similar to the Community Arts Workshop.

ADDITIONAL INFORMATION FROM THE DRAFT BUDGET

Appendix A TOTNES GUIDE

This estimated breakdown of costs for 2018/19 is based on 2017/18. Tweaks on circulation and distribution costs will need to be factored in based on lessons learnt and Committee input over the next year.

Totnes guide breakdown
Design, print & photography of guide (40,000 copies): £17298
Web hosting and development £200 per month: £2400
National distribution of guide: £1595
£200 for mailing a guide to all advertisers in January
£175 for London mailing in February 2019
£250 high street drop in January 2019
£21918 TOTAL

Appendix B GUILDHALL SUPERVISOR

Saturday supervisor costs £2835 per annum in staffing for a small increase in income. Should we employ a Saturday supervisor or open during the week and manage internally with existing staff? £150 for thank you event for volunteers and any training also required.

<u>Year</u>	<u>Visitors</u>	<u>Donations</u>
2015	5041	£3715.69
2016	5557	£4773.72
2017	6432	£5199.78

Appendix C ENVIRONMENT IMPROVEMENTS

The Environment was a key priority when the community were consulted. This is a suggestion for possible allocation but Operations Committee will need to consider the detail and proposals will need to be outlined in writing before any funding is released.

Planting/Bins/Street Furniture	Year 1	Year 2	Year 3	Year 4	Year 5	
Totnes Gardens for Planting Corrie Road and Town Centre	£1,200	£1,200	£1,200	£1,200	£1,200	
Follaton Residents for outside/planting projects	£1,200	£1,200	£1,200	£1,200	£1,200	
Bridgetown Community Groups for improvement works	£1,200	£1,200	£1,200	£1,200	£1,200	
Market Square new street furniture, bins, benches etc	£10,400	£0	£1,000	£1,000	£1,000	
Bin and street furniture upgrades around town	£0	£10,000	£5,000	£5,000	£1,000	
Additional planting schemes around town and near Fore Street/High Street	£0	£10,000	£5,000	£5,000	£1,000	
TOTAL	£14,000	£23,600	£14,600	£14,600	£6,600	£73,400

5 year budget from 18/19 - DRAFT FOR CONSIDERATION

Year 1 Year 2 Year 3 Year 4 Year 5

NOTES

Admin	15/16 ACTUAL	2016/17 ACTUAL	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	
Salaries and pensions	103037	116390	133925	133000	136000	138500	142655	146934.7	Proposed 2% increase 18/19 and 2% 19/20 from National Employers just announced *see attached CONFIDENTIAL breakdown
Staff Training and Travel	1397	653	1500	1500	1000	1000	1000	1000	Permits only offered to those with protected terms and conditions
Staff Eye Tests	0	174	180	300	300	300	300	300	Based on proposed staff levels
Staff Recruitment	261	1463	500	1500	500	500	500	500	2/3 new roles in 17/18 and potential turnover of existing staff
Utilities	2333	2060	2750	2250	2250	2300	2350	2400	
Office Supplies	2144	2042	2000	2000	2000	2000	2000	2000	
Photocopier	2076	1310	2000	2000	2000	2000	2000	2000	
Insurance	8208	5951	6500	6000	6000	6000	7000	7000	
Office Equipment	3545	537	1200	1200	1200	1200	1200	1200	
Events and Venues Expenditure	6882	603	1500	525	525	525	525	525	Includes subsidised Civic Hall hire for Christmas nights
Events and Venues Income	-4725	-6	0	0	0	0	0	0	
UB TOTAL	125158	131177	152055	150275	151775	154325	159530	163859.7	
Civic and Democratic									
Mayoral Allowance and Expenses	3191	0	3250	375	375	375	375	375	
Civic and Mayoral Events (expenditure)	4339	4796	3250	5750	5750	5750	5750	5750	
Civic Events (Income)	-892	-332	0	0	0	0	0	0	
Civic Regalia	404	266818	400	400	400	400	400	400	
Salaries and pensions	1160	1279	1000	1175	1210	1250	1290	1330	*see attached CONFIDENTIAL breakdown
Mayoral Travel and Expenses	0	0	0	200	200	200	200	200	
Councillor Allowances	1690	3549	5542	6000	6000	6000	6000	6000	Includes 16 amounts of £375 (including Mayor's Councillor allowance)
Councillor Training and Travel	1417	843	2000	750	2000	750	750	750	Higher cost for new Council year to allow any new postholders to undertake training.
Professional Fees	4079	3470	5400	4500	4500	4500	4500	4500	Increased HR support may be required if staff levels are increased
Elections	1505	6900	6000	6000	7000	6000	6000	6000	Allow some additional marketing costs to promote the elections information and help get candidates and a decent return on poll day
Subscriptions	1867	1930	1950	2000	2100	2150	2200	2250	
Community Outreach work (Totnes Town/Surgery Venue Hire/Meeting Recordings)	500	1771	6000	1500	3000	1500	1500	1500	Higher cost for new Council year. Includes Christmas Tree installation and Lighting. Additional costs in the year new Councillors start to do budget setting with the community.
Website and IT	559	1645	1000	1500	1500	1500	1500	1500	
UB TOTAL	19819	292669	35792	30150	34035	30375	30465	30555	
Tourism									
Tourism Marketing	0	0	1000	1000	1000	1000	1000	1000	
Extension costs	47751	33590	13000	13000	13000	13000	0	0	
Salaries and pensions	0	7056	11700	18600	18975	19550	20150	20800	Fixed term contract but budgeted for over 5 years. *see attached CONFIDENTIAL breakdown
Totnes Guide	11575	18775	20000	22000	22000	23000	23000	24000	*see attached draft budget Appendix A
Totnes Guide and Website Income	-22873	-21861	-25000	-18500	-18500	-19500	-19500	-21000	
Bank Charges	0	0	0	0	0	0	0	0	
Other TIC expenditure	52580	27079	0	0	0	0	0	0	
Other TIC Income	-45340	-9539	0	0	0	0	0	0	
UB TOTAL	43693	55100	20700	36100	36475	37050	24650	24800	
Guildhall									
Leasing	1368	1418	2000	2000	2000	2000	2000	2000	
Building Maintenance	6743	19731	11000	4000	4000	4000	4000	4000	Needs to be informed by the survey by NPS - information pending
Business Rates	5280	5324	5485	5575	5650	5725	5800	6000	
Water	111	106	200	200	200	200	200	200	
Utilities	1444	522	3000	2000	2000	2000	2000	2000	

5 year budget from 18/19 - DRAFT FOR CONSIDERATION				Year 1	Year 2	Year 3	Year 4	Year 5	NOTES
Salaries and pensions	5021	6955	5365	3000	3250	3500	3750	4000	*see attached Appendix B
Equipment Maintenance	682	359	1000	2000	750	750	750	750	Recording of meetings for publication requires an investment in year one.
Adding Licence renewals	0	0	0	1500	0	0	1500	0	3 yearly renewal
Missions Income	-3709	-4634	-4000	-4750	-4750	-4750	-4750	-4750	
Guildhall Marketing Budget	0	0	0	250	300	350	400	450	Promotion of hire opportunities for weddings and events
tail Sales	-20	-139	0	0	0	0	0	0	
Net Income WEDDINGS	-567	-3575	-4000	-2750	-2750	-2750	-2750	-2750	
B TOTAL	16353	26067	20050	13025	10650	11025	12900	11900	
Civic Hall									
Caretaking and cleaning (inc supplies)	14563	12160	16000	17000	17250	17500	17750	18000	Contract will be reviewed early in 2018 in terms of roles and responsibilities
Salaries and pensions	0	0	0	1230	1270	1310	1350	1395	*see attached CONFIDENTIAL breakdown
Personnel Coordination 20 hours a week	0	0	0	14810	15150	15605	16075	16560	Details to be discussed by Personnel and Full Council Initial 2 year fixed term contract but budgeted for longer term.
Cost in Tariff	2276	1900	2400	2500	2500	2500	2500	2500	
Water	2075	1382	2500	2000	2100	2200	2300	2400	
Utilities	3830	4142	4000	4250	4400	4550	4700	4900	
Caretaking Supplies	1486	1685	2000	0	0	0	0	0	Included in caretaking contract costs
General Building Maintenance	43039	11560	10000	14000	14000	15000	15000	16000	Needs to be informed by the survey by NPS - information pending
Repairs	1717	884	2500	2000	2000	2000	2000	2000	PRS etc
Signage and Marketing Expenditure	23	151	0	400	400	400	400	400	Marketing and Noise Management
Equipment Maintenance	1372	5493	1500	4000	4000	4000	4000	4000	Rigging, Legionella, Fire assessments, PAT testing etc
Paige Adams Grant towards Maintenance	0	0	0	-33040	-33670	-34415	-35175	-35955	Paige Adams to cover caretaking and booking management costs as they receive all the income annually.
Net Charges	-23	0	0	0	0	0	0	0	
Cost in tariff income	-5691	-6151	-5800	-5000	-5000	-5000	-5000	-5000	
B TOTAL	64667	33206	35100	24150	24400	25650	25900	27200	
Property Maintenance									
Guildhall Cottage Maintenance	298	5237	6000	2000	2000	2000	2000	2000	Needs to be informed by the survey by NPS - information pending
Guildhall Cottage and Guildhall Flat Management Fees	0	0	0	1760	1760	1780	1800	1820	
Eastgate Clock Rent	1200	600	850	850	850	850	850	850	
Eastgate Clock Utilities	167	187	180	200	210	220	230	240	
Eastgate Clock Alarm	324	225	500	250	260	270	280	290	
Eastgate Clock Maintenance	355	512	100	250	250	250	250	250	
Johns Clock Maintenance	0	145	100	250	250	250	250	250	
Marys Clock Maintenance	165	165	200	250	250	250	250	250	
East 5a Loan repay	9148	9148	9148	9150	9150	9150	9150	9150	
East 5a Maintenance	3726	559	1000	2000	2000	2000	2000	2000	Needs to be informed by the survey by NPS - information pending
Guildhall Office Maintenance	8800	129	500	500	500	500	500	500	Needs to be informed by the survey by NPS - information pending
Museum Maintenance	13239	7800	12000	4000	4000	4000	4000	4000	Needs to be informed by the survey by NPS - information pending
Museum Rent Income	-1	0	-1	-1	-1	-1	-1	-1	
Paige Bank Eastgate Rent income	0	0	0	-1	-1	-1	-1	-1	
Sturme Museum Eastgate Rent Income	0	0	0	-1	-1	-1	-1	-1	
Civic Water Supply to shop	0	0	0	-210	-210	-210	-210	-210	
Guildhall Cottage Income (£850 a month)	-9545	-10200	-9350	-9350	-9350	-9350	-9350	-9350	Assume 11 month occupancy
Storage Rental Income	-234	0	-250	0	0	0	0	0	Storage required for Town Council use
East 5a Rental Income (£750 per month)	-6685	-8798	-8200	-8250	-8250	-8250	-8250	-8250	Assume 11 month occupancy
B TOTAL	20949	5709	12777	3647	3667	3707	3747	3787	

5 year budget from 18/19 - DRAFT FOR CONSIDERATION				Year 1	Year 2	Year 3	Year 4	Year 5	NOTES
Cemetery									
Business Rates	1534	1774	1500	3500	3500	3500	3500	3500	Discretionary relief reduced
Water	134	144	90	150	150	150	150	150	
Grounds Maintenance (Grass cutting and tree work)	5661	6977	10000	30000	30000	30000	30000	30000	Contract currently out to tender
Works and Maintenance (Memorials, paths, Fences, Refuse collection)	174	3291	10000	5000	1500	1500	1500	1500	Paths need one off expenditure in 18/19. Also looking at alternative funding sources (S106)
Chapel	95	34	5000	500	500	500	500	500	Minimum maintenance until priorities change and funds allow
Misc Expenditure	100	0	0	0	0	0	0	0	
Cemetery Fees Income	-4637	-5337	-3000	-7500	-7500	-7500	-7500	-7500	Amalgamate all income lines
Memorials	-2895	-1962	-2500	0	0	0	0	0	
Grant of rights	-2868	-4514	-2000	0	0	0	0	0	
Var Bonds	-47	0	0	0	0	0	0	0	
UB TOTAL	-2749	407	19090	31650	28150	28150	28150	28150	
Open Spaces									
Parcels Walk (regular cuts and tidying)	517	29	1500	1000	1000	1000	1000	1000	Strimming and hoeing rather than spraying due to Glyphosate ban
St Marys Churchyard (Walls and trees)	977	1772	3000	1000	1000	1000	1000	1000	Grass cutting covered in Cemetery contract
Castle Meadow Maintenance and Water	948	1212	2000	750	750	750	750	750	
Plotments income??	0	0	0	-210	-210	-210	-210	-210	
Castle Meadow Rent income	-220	-210	-210	-210	-210	-210	-210	-210	
UB TOTAL	2222	2803	6290	2330	2330	2330	2330	2330	
Precept and Income									
Bank Charges	142	139	150	300	300	300	300	300	
Precept and Income (based on no increases proposed)	-230088	-300953	-344527	-355640	-355640	-355640	-355640	-355640	
Council Tax Grant (only guaranteed until 9/20)	-30359	-27353	-24659	-22230	-20040	0	0	0	
Charity of Paige Adams	-31814	0	0	0	0	0	0	0	
UB TOTAL	-292119	-328167	-369036	-377570	-375380	-355340	-355340	-355340	
Community Development									
Caring Town Partnership Vulnerable people	0	0	20235	0	0	0	0	0	Caring Town and community projects outlined in the Community budgeting section
NEIGHBOURHOOD PLAN				6350	0	0	0	0	
Community Projects Income/Expenditure	1046	37030	46698	0	0	0	0	0	
TOTAL				-£79,893	-£83,898	-£62,728	-£67,668	-£62,759	

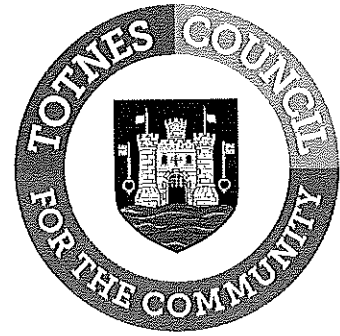
				2018/19	2019/20	2020/21	2021/22	2022/23	
COMMUNITY BUDGETING				-£79,893	-£83,898	-£62,728	-£67,668	-£62,759	
ENVIRONMENT	Town cleanliness and appearance			16000	16400	16800	17300	17800	A Town Officer role 20 HOURS a week £10.71 per hour to coordinate cleanliness and improvements in the town, looking at planting and improving the outside spaces and possible income streams. OR money earmarked for other ways to directly improve the appearance of the town - hiring contractors/working in partnership with volunteer groups. Details to be agreed through further research and Operations Committee
TOURISM AND ECONOMY	Community/Visitor Information Officer			12500	12750	13000	13250	13500	A Community/Visitor Information Officer - 6 months of the year 25 hours a week, April - September, £10.71 per hour. Town Centre location. Details to be confirmed through Personnel Committee
ENVIRONMENT	Improved PLANTING, bins and street furniture over a 5 year programme			14000	23600	14600	14600	6000	Improved signage and upgraded street furniture - community noticeboards, better signage to facilities and attractions, new, upgraded bins, market square project *see attached draft budget Proposal C below
ARTS/YOUTH/SOCIAL	Community events			3000	3000	3000	3000	3000	Two annual Community Arts event as trialled in the Civic Hall 2017

5 year budget from 18/19 - DRAFT FOR CONSIDERATION

				Year 1	Year 2	Year 3	Year 4	Year 5	NOTES
TS/HERITAGE Civic Hall Subsidy Grant (2 year funding)				0	0	0	0	0	NOT HIGH PRIORITY FROM COMMUNITY BUDGETIN
TS/YOUTH/ENVIRONMENT provements to the skate park				13200	0	0	0	0	A one off sum to improve the skate park spread ove 2 years. *see attached application 1
VIRONMENT Shared Space project - ffic calming ONE OFF COST to start project				0	0	0	0	0	NOT HIGH PRIORITY FROM COMMUNITY BUDGETIN
CIAL Caring Town Partnership Inerable People (2 year funding)				15056	15056	12500	10000	10000	Full amount required for project to be sustainable. *see attached application 2
HERITAGE Museum Trust Grant to support ening and development of a heritage up (2 year funding)				0	0	0	0	0	NOT HIGH PRIORITY FROM COMMUNITY BUDGETIN *see attached application 3
CIAL - Citizens Advice 1 year funding				6110	0	0	0	0	Full amount required for project to be sustainable. *see attached application 4
TAL				-£27	-£13,092	-£2,828	-£9,518	-£12,459	

Community Budgeting

Project Application Form



1. Organisation Details

Organisation Name: Totnes Skatepark community

Charitable status: will have charity status next year!

Charity Registration Number:

Organisation status and constitution: Constituted Voluntary Organisation becoming Community Investment Co

2. Main Contact (for this application)

Name: Jacqui Perks

Position in Organisation: funding Manager

Phone No: 07773280739

Email address: jacquiperk@me.com

Address: Weir Nook, Weir Fields, Totnes, TQ95JS

3. Project Name

Totnes Skate Lift

4. Project Description

Please include details of each of the following:

Project location; key aims; expected outcomes; lasting impact; groups/sections of the community your project will benefit and any previous experience of delivering successful projects.

Borough Park Skatepark

Key Aims – To radically improve the Skatepark facility at Borough park with the support both financially and morally of Totnes Town council. We are asking for TC initial support to help kick-start immediately the capital project to rebuild the existing Skatepark expanding into a larger area designated and approved by SHDC.

Expected Outcomes- To have in Totnes a skate facility which represents the town's population, its artistic and healthy-living reputation and the popularity of the Olympic sport. It will be a cross-generational facility built from concrete with infinite lifespan (www.maverickskateparks.co.uk). The integrated multi level build will encourage new, young skaters and challenge the experienced so interest is not lost and the town isn't used as a skate surface (publicskateparkguide.org the skateboarding Problem). Different age groups interact and learn from each other creating social inclusion. The young people/secondary school age that currently use the space are often felt marginalised and similar projects in other towns have changed both public perception of the sport and raised confidence in the youths themselves. Skatepark upgrades are associated with reductions in antisocial behaviour (Gillingham Dorset). The proximity of the facility to the train station will enable skaters from Plymouth, Exeter and beyond to use the park, building bridges with the wider skate community and good for tourism in the town!

Lasting impact. The Skatepark we are intending to build of concrete will have infinite lifespan and benefit all generations to come. This theme has been mentioned in many of the surveys filled out by the young that investment in youth now and for future generations is paramount!

Previous experience – Jacqui, Jamming Station www.jammingstation.co.uk youth Music project since 2012. Jo Totnes Xmas Night Market manager 2011-14, entertainment manager 2014-16.

Project Timescale Total project approx 2 years 5 months

Estimated start date In progress **Estimate completion date** April 2020 (in time for the Olympics)6.

5. Evidence of Need What issues or needs will your project address?

(Please see support letters enclosed)

There is a wide consensus that there is very little Youth provision in Totnes e.g. the move of Pulse to Rushbrook, minimal facility at the Pavilion compared with days where the cafe and pool table were popular and regular music events were run and the Civic hall hosted family events and pubs were family friendly!. The skate park is vastly inadequate and the group of young people Living Projects have raised round £4000 (see printed balance from Living Projects) for park improvement with involvement from previous Major and DC Cllr Jacqui Hodgson and DC and CC Cllr Robert Vint. Recent Caring town safeguarding group parents comments express a concern regarding lack of things for kids to do! Kevicc previous park consultation 2010 and recent Golden Iris project with TCDS will acknowledge lack of youth provision; recent tragic drug deaths of young people in the area, one being a local skater have brought a community focus to these problems. Young skaters are travelling out of the area to skate often to the newer, larger challenging parks at the much smaller towns/villages of Buckfastleigh and Ashburton.

We are working with Tom Butt RIO (EU funded) consultant <https://realideas.org/contact/> "The Skate Park Group is working with Real Ideas Organisation (RIO) to develop a youth led community enterprise. Once formed the community enterprise will be able to develop a sustainable model and will represent all activities for the fundraising, construction and running of activities from the park that will add value and benefit the town and its communities.

6. Fit with Town Council Priorities

~~How does your project meet the needs of the Town Council Priorities?~~

Social and Community

Neighbourhood plan- currently included and can update new detail on request.

Employment opportunities- The young people involved in the project will have something great for their CVs; possible events will be generated by and at the park faculty. Possible sports employments for skaters.

Cultural events and festivals- A new park creates opportunities for both.

Open Spaces and cycles routes- Ticks these!

Support for Young- Ticks this!

Skatepark is included in cultural strategy.

Heritage Asset-

Culture of Compassion- Ticks this!

Public art- Skating is both a performance art and a spectator sport.

Communal space- Ticks this!

General heritage- The Park is built to last and by definition will become a natural heritage asset for future generations. Without investment in our Youth there will be no heritage!

7. How does the project enrich the lives of Totnes residents?

Much is covered by above sections. Skating is an activity which requires physical and mental skill and increases fitness, socialisation and communication skills. The new cross generation facility will be inclusive to Families of all ages and experiences creating a community space where all can integrate in a safe environment!

Its inclusion into the Tokyo 2020 will raise the profile of the sport considerably. Let's be ahead of the game and have our own Skatepark Olympics! (see letter from Maverick!)

"I think coming to the Skatepark taught me manners "comment from teenage skater.

8. Funds Sought

Breakdown of costs and quotes:

£400 SHDC planning

£800 Trips to local Skateparks to build bridges with the skate community and one trip to a larger park either Bath or Mount Hawk Cornwall. 50% priority places to girls!

£12,000 for the lighting element of the project. This will be incorporated into main build so fund would be earmarked by TC until spent

Total Project Cost (VAT that you cannot reclaim can be included): £13,200

9. Other Funding Sources

Please list other funding sources, including the amount and whether funding is secured or pending.

Source Organisation	Amount	Secured/Pending
SHDC (CRPF) and S106(?)	Tba/tbc	
Lottery	tbc	
Rewards for All	tba	

9. Supporting Documentation

Please include copies of your organisation's 1) accounts for the past two years and 2) bank/building society statements showing current financial position. Bank account suffered a hold up and will be active 17th Nov. Balance from Living projects due to clear £3,909.69 into account immediately upon accounts completion.

10. Publicity

The Trustees may ask successful applicants to submit a short summary about how the money has been spent so that this can be included in the Town Council's Annual Report. They may also ask you to take part in publicity such as an article or interview in the Totnes Times. Please indicate here if you would be willing to do this: YES/NO

Yes of Course!

Signature: Jacqui Perks

Date: 15.11.17

Please send your completed application form and all supporting documentation to:
clerk@totnestowncouncil.gov.uk

OR

Town Clerk

Totnes Town Council

The Guildhall Offices

5 Ramparts Walk

Totnes

Devon

TQ9 5QH

Data Protection

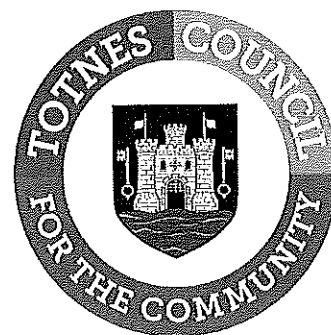
The information that you have provided will be held by Totnes Town Council. The information will be used to assess your application to this and will be held securely at all times. The Trust may share the information with external agencies and the wider public to ensure the project is delivered and with other organisations, if required by law. If you wish to see the personal data that the Trust holds, please contact the Secretary.

Please complete and send this form by

Deadline: 5pm Wednesday 15th November 2017

Community Budgeting

Project Application Form



1. Organisation Details

Organisation Name: Totnes Caring

Charitable status: Charity

Charity Registration Number: 1112436

Organisation status and constitution: Charity and Company Limited by Guarantee

2. Main Contact (for this application)

Name: Fiona Ward

Position in Organisation: Coordinator of Caring Town

Phone No: 07922 165564

Email address: fionaward@caringtown.org.uk

Address: Caring Town Information Exchange, The Mansion. 36a Fore Street, Totnes, TQ9 5RP

3. **Project Name** Caring Town Information Exchange

4. Project Description

Please include details of each of the following: Project location; key aims; expected outcomes; lasting impact; groups/sections of the community your project will benefit and any previous experience of delivering successful projects.

The main aim of the Caring Town Information Exchange (CTIE) is to provide a friendly, safe place for local people with needs, that connects them with local services, groups and activities (mainly related to health, welfare and wellbeing) that can help them.

We also capture information on gaps in services and feed this into the wider Caring Town network of providers, and we provide a shared space for some organisations to work alongside us e.g. Citizens Advice, South Hams CVS, Energy Efficiency Advice etc. We are based in the Mansion.

Our expected outcomes are that local people, especially those that are vulnerable, get the help that they need – and that accessing the right local services will, in most cases, help to reduce their personal suffering. When timely enough, this can impact favourably on reducing the future public cost burden that can arise when issues are left untreated, and so escalate.

Anyone in the local community can benefit from our service, although in particular we are here for people experiencing hard times. Since we opened in April 2017 as a partnership with Totnes Town Council, we have helped over 880 local people get much needed help. Over 180 of these visitors had a specific health or care need - people we were able to help by referring them to an organisation or group with the specialist skills and knowledge to support them. As more people hear about our service, more people are using it (a 30% increase in the most recent quarter compared to the first).

The lasting impact will, we hope, be a significant contribution towards the health and happiness of the local community. This supports not only local people, who feel more cared for, but also the local service providers and groups - often people don't know about them - and the CTIE provides an essential 'doorway' into this local network of organisations and groups and demonstrates demand.

Totnes Caring (who holds the contract on behalf of the wider Caring Town network) has an excellent 30 year track record of delivering services for local people, and the CTIE project manager, Fiona Ward, has around 30 years of successful project management experience both in the corporate and community sectors.

This service is already in operation. This application is for continuation of the service from 1st April 2018 to 31st March 2019.

5. Evidence of Need

What issues or needs will your project address?

Users of our service so far have presented with the following, in order of significance (and some visitors have more than one of these): mental health issues; old age related issues; physical health; needing social contact; housing; youth related; benefits or rights and social care.

A good proportion of visitors just want to talk and tell someone their problems – sometimes this is all they appear to need rather than a direct referral per se.

We were able to help with practically all of the issues in terms of sign-posting visitors to over 50 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, Drop In Centre and others.

6. Fit with Town Council Priorities

How does your project meet the needs of the Town Council Priorities?

We feel the CTIE mainly supports the following priorities:

- **Provide good community information via our website and Town Centre Manager** – the CTIE service is in contact with over 150 local providers of community services, and acts as the doorway into this complex and always changing network – therefore we are already fulfilling the function of providing a lot of essential community information.
- **Support the young of the town and recognise their needs** – we have information on all the local provision for young people, and where there are reported gaps (e.g. around adolescent mental health support, and drugs/alcohol issues) then information from the CTIE is fed into other projects that are looking to address these issues in an integrated way.
- **Continue to support Caring Town Totnes through membership of the group** – through continuation of our successful partnership that's shaping and delivering this key service.
- **Encourage a culture of compassion** – through its support for this service, the town council is visibly demonstrating its commitment to helping local people who are vulnerable and/or experiencing hard times.

7. How does the project enrich the lives of Totnes residents?

The value of the CTIE is perhaps best captured in the stories of the visitors, each of whom has a unique set of circumstances and needs. For example, we have had people come in who are living in such poverty that they can't afford to feed themselves or their families properly - fortunately there's help available through our local foodbank and a recent visitor said "so grateful for the help, didn't know what to do but you sorted me, and I got food. Thank you".

Other people come in who are having problems with paying the rent or a mortgage. Financial problems are all too common, and if you have ever been in debt you will know how much distress this can cause. The CTIE has put people in contact with local organisations that can help them get to grips with managing debts, planning a good way forward and making their lives that little bit easier. Another recent success story is helping a single mother, who has been trying to survive without a fridge or oven. After talking to the CTIE she obtained both, with the help of church/faith groups.

Often our visitors just need someone to listen and we provide a warm, friendly, safe space where people can talk openly to a sympathetic ear. Sometimes simply talking through problems can lighten the load. We can also help people find companionship, whether they are newly arrived in Totnes, or perhaps are widowed or have been ill and are looking for a different sort of activity than they are used to.

8. Funds Sought

The budget for the CTIE from 1/4/2018 – 31/3/2019 is presented below. This will allow the service to continue at the current level of 20 hours per week, including Saturday opening. It provides for a basic but reasonable level of management monitoring and evaluation, and some ongoing development of the service such as continuing to explore the links with service providers e.g. with Citizens Advice South Hams. It assumes the service remains at the Mansion with an in-kind contribution for rent.

We are requesting a total of £15,056 from TTC, with another £8,143 already secured from other sources to cover the total budget of approx. £23,200. This is the minimum amount with which this service can successfully operate, without a reduction in opening hours.

Item	Amount requested from TTC	Amount from other sources	Other source
Connectors (maintain 20 hrs pw)	£12,337		
Management & development	£2,002	£2,926	Dept. of Health funding (secured)
Rent for CTIE room		£4000	King Edward VI College Site Foundation (in kind, secured)
Project expenses		£500	Dept. of Health funding (secured)
Core costs contribution	£717	£717	Totnes Caring (in kind, secured)
Totals	£15,056	£8,143	

9. Other Funding Sources

As shown above.

9. Supporting Documentation

Please include copies of your organisation's 1) accounts for the past two years and 2) bank/building society statements showing current financial position.

Attached.

10. Publicity

The Trustees may ask successful applicants to submit a short summary about how the money has been spent so that this can be included in the Town Council's Annual Report. They may also ask you to take part in publicity such as an article or interview in the Totnes Times. Please indicate here if you would be willing to do this: YES.



Signature:

Date: 1st November, 2017.

Please send your completed application form and all supporting documentation to:
clerk@totnestowncouncil.gov.uk

OR

Town Clerk

Totnes Town Council

The Guildhall Offices

5 Ramparts Walk

Totnes

Devon

TQ9 5QH

Data Protection

The information that you have provided will be held by Totnes Town Council. The information will be used to assess your application to this and will be held securely at all times. The Trust may share the information with external agencies and the wider public to ensure the project is delivered and with other organisations, if required by law. If you wish to see the personal data that the Trust holds, please contact the Secretary.

Please complete and send this form by

Deadline: 5pm Wednesday 15th November 2017



Community Budgeting

Project Application Form

1. Organisation Details

Organisation Name: Totnes Museum

Charitable status: Trust

Charity Registration Number: 296684

Organisation status and constitution:

Totnes Museum Trust is a charitable trust operating from Totnes Museum at 70 Fore St. responsible for all aspects of the museum including the collection. Its Constitution based on its 1987 Trust Deed.

2. Main Contact (for this application)

Name: Tony Whitty

Position in Organisation: Chair of Trustees – Totnes Museum Trust

Phone No: 01803 868576

Email address: tonywhitty@yahoo.com

Address: Totnes Museum, 70 Fore Street, Totnes, Devon. TQ9 5RU

3. Project Name:

Totnes: Development of the Museum as the centre for the coordination of Heritage initiatives in Totnes

- (i) to coordinate and support the Heritage initiatives and organisations in the Town.**
- (ii) to review the current proposals for the town and engage the community in their evaluation**
- (iii) to develop heritage programmes in coordination with the heritage groups and organisations to provide educational, informative and entertaining events that would attract both the community and visitors to the town.**

4. Project Description

Please include details of each of the following:

Project location: Totnes Museum, 70 Fore Street, Totnes, Devon. TQ9 5RU

key aims;

- [1] The Heritage Link Councillor working with both Council staff and other Heritage organisations in the town, will through the Museum, promote and develop a town wide Heritage plan. This will be working in conjunction with other Totnes private, public, voluntary and charitable organisations involved in its heritage, and the development of a marketing strategy based on the Historic assets of the town. It would also use the development plan to identify the community needs, activities and Heritage facilities to
- [2] The Heritage Link Councillor working with both Council staff and other Heritage organisations will meet and engage proactively with other private, public, voluntary and charitable organisations involved in the Town's Heritage, to identify their priorities and where their needs could be supported and developed by the Town Council. The development of a marketing strategy based on the Historic assets of the town, once agreed will identify the costs and possible sources of funding and where possible apply for those funds and if successful implement the strategy in conjunction with Visit Totnes.
- [3] To support the Heritage Link Councillor, Council staff and other Heritage organisations the operation and facilities of the museum would be used and be a catalyst to bring together all those involved in the Heritage of the Town.
 - to have specific out of season events – including art. Historical and other cultural events
 - to provide monthly one off events – to support those organisations associated with the museum
 - to support historic organisations within the town, to use the museum as a community asset
 - to provide space for organisations to be able to exhibitions in the Museum both in and out of season

[5] Evidence of Need

What issues or needs will your project address?

- [1] The primary attraction of visitors to Totnes is its Heritage. There is no overall coordination and collaboration on Heritage in the town and the Council has not taken a lead on it with those Heritage Organisations and currently working with Visit Totnes.
- [2] In the local area and county wide all heritage organisations have been having financial difficulties, it is to support them and working and bringing them together collaboratively to see how the Town Council can support their survival.
- [3] The aim is to establish the Museum as a significant Tourist attraction in the town, working with others so as to engage in mutually beneficial exchange of experiences, enhancing cooperation in marketing and to provide mutual support in the heritage organisations in the town.
- [4] Through advertising and joint marketing initiatives bring together Visit Totnes with a collective Heritage body to develop a coherent strategy.
- [5] A clear and identifiable aim of the project is to further develop the educational links with the schools and other voluntary and charitable organisations in the town; to encourage them to take part both in activities and visits to view and interact with the attractions in the Museum, during the open season and on other occasions.

[6]. Fit with Town Council Priorities

ECONOMY:

economy e.g. by encouraging recycling and events such as regular farmers' markets in the Civic Hall
Seek opportunities to work with others, such as the Chamber of Commerce, to promote the **economic wellbeing** of the town.

The aim is to establish the Museum and other Heritage organisations as a significant Tourist attraction in the town, working with others so as to engage in mutually beneficial exchange of experiences, enhancing cooperation in marketing and to provide mutual support in the heritage organisations in the town.

Be open to **income generation** opportunities.

- *working with the other Heritage organisations make joint bids to external bodies*
- *working with other organisations and private bodies to organise specific out of season events – which may include art, historical and other cultural events to attract out of season visitors*
- *in supporting those Heritage organisations, it is proposed to plan a series of one off events, occurring monthly during the day or evening – this is aimed to support those organisations associated with and aiding the museum*
- *where it is able to and where it is asked for, the Heritage group will support other historic organisations within the town through their use of the building, therefore using the museum building as a community asset*
- *it will establish a space within the Museum, for organisations to be able to create exhibitions both in and out of season*

SOCIAL AND COMMUNITY

Use **Town Council assets** to support community use and activity e.g. the Civic Hall

The aim is to develop greater engagement of the community in the activities of the Museum, through greater community/volunteer involvement in open days, heritage days, school related activities, working with other town groups and organisations. This would involve the Museum directly with the Community which will bring them into direct involvement with the Council.

Support **cultural events and festivals** in town to create vibrancy and appeal to young people

A clear and identifiable aim of the Trust, is to further develop the educational links with the schools and other voluntary and charitable organisations in the town; to encourage them to take part both in activities and visits to view and interact with the attractions in the Museum, during the open season and on other occasions.

Support the **young** of the town and recognise their needs

The Totnes Museum Trust has developed links to the schools and through the development Plan this will be further developed with them and other youth Groups. The grant would allow us to further these initiatives both with individuals and with groups and organisations becoming active participants in the Museum.

ENVIRONMENT

Town Centre Improvements - use the proposed Tourism Partnership and Town Centre Manager to improve the built environment and improve cleanliness, signage, street furniture etc

Protect and improve **natural heritage assets** of the town via planning and partnership working.

Through developing the Museum environment and Garden in conjunction with Totnes Gardens we have improved the immediate built environment and cleanliness around the museum, developing an attractive garden Open Space for the Town . We believe that the grant would enable us to further develop and link into other town groups, to both support and use this improved local environment to link into other initiatives

CULTURE AND HERITAGE

Develop a Heritage plan for Totnes

Through the Heritage group an overall coherent and practical plan for Heritage in the Town will be developed.

Communal space – manage so that it is viable into the future to allow cultural activities in town

The primary aim of the Development Plan is to create a community space which will be attractive to the people of the Parish and engage them in the heritage of the Town. The Totnes Museum, within its development Plan sees itself as an active participant in all the CULTURE and HERITAGE initiatives in the town. It welcomes the concept of the Cultural Plan and its associated implementation strategy, with its Heritage input, seeing this as a necessary structure for their development in the Town.

Maintain buildings in Town Council ownership - have maintenance plans in place and budget provision, including possible grant funding

The Trust monitors and reports back to the Council on the condition and state of the building. It undertakes a supportive role in the process of maintenance in cooperating and facilitating with any work that needs to be carried out.

General heritage in Totnes – the Town Council is keen that all heritage assets are well maintained. Part of the role will be to highlight the problems to the attention of the correct authority or owners and seek enforcement action if necessary – maintain a watching brief

[7] How does this project enrich the lives of Totnes residents?

The Heritage of the Town is its key asset and Totnes Museum has been part of the Town since 1961. It was initially a major part of the heritage of the town and the building was iconic to the concept of an Elizabethan market town recoding and displaying its heritage and collecting the artefacts it holds in its collection.

The position of the museum in the town was recognised by it being an integral part of Town Council, one of its services for the community. The Museum was open free to all members of the community who lived within the parish.

Since the withdrawal of the Town Council support and redundancy of the Heritage officer, who also acted as museum administrator, the Trust has taken over the responsibility of continuing the Museum and its related administration. The position of the museum in the community was also seen as being ambiguous and on the margin of the community awareness.

This project will build on the success of the Museum and integrate it into the focal point of the Heritage of the Town. It will further engage with the both Council staff and other Heritage organisations and the community in developing the educational and community based facilities of the Museum using the space for various events and its social media and marketing programmes for the benefit of the Town.

[8] Funds sought

Breakdown of costs and quotes

This grant: Total Project Cost (VAT that you cannot reclaim can be included):

Total Project Cost:

Made up of:

Item	Amount	Notes
Staffing/administrative	a-[?] TTC rate? b-£9-50 Museum rate	2 days part time allocated to support the initiative based at the Museum throughout the year i.e. 52x14= 728 hours a= ? b= £6916-00p
Use of Museum space heating, lighting, internet IT, etc. Community use twice a month..	£1196-00P £ 276-00p <u>£1472-00p</u>	52 x 2 = 104 days @ £11-50=£1196-00p - 24 x @ £11-50 = £276-00p
Administration costs paper etc.	£156-00p	£3-00 @ 52 days = £156

[9]. Other Funding Sources

Please list other funding sources, including the amount and whether funding is secured or pending.

Income - Funding sources current year to date – March to February 2016

Source Organisation	Amount	Secured/Pending
Museum income-visitors		
Events		
Bequests		
Donations (including garden)		
Shop/sales of publications		
Study Centre		
Grants		

[10]. Supporting Documentation

Please include copies of your organisation's

[1] accounts for the past two years :

accounts for the past two years – [1] 28-02-2015 [2] 28 - 02 - 2016

a) Year ending 28-02-2015: loss of £2,779-00p, offset due to a bequest (restricted Donation and Legacy of £3,500-00p)

b) Year ending 28-02-2016: surplus £2,907 arising from the two special events –Magna Carta, flower festival and Christmas Fayre.

[2] bank/building society statements showing current financial position: December 2016 attached.

Please note latest statements yet to be received and will be forwarded in January

[11] Publicity

The Trustees may ask successful applicants to submit a short summary about how the money has been spent so that this can be included in the Town Council's annual report. They may also ask you to take part in publicity such as an article or interview in the Totnes Times.

Please indicate here if you would be willing to do this: YES/NO

Signature: Alan Roffey

Date: 15/11/2017

Please send your completed application form and all supporting documentation to:

clerk@totnestowncouncil.gov.uk

OR

Totnes Town Council

The Guildhall Offices

5 Ramparts Walk

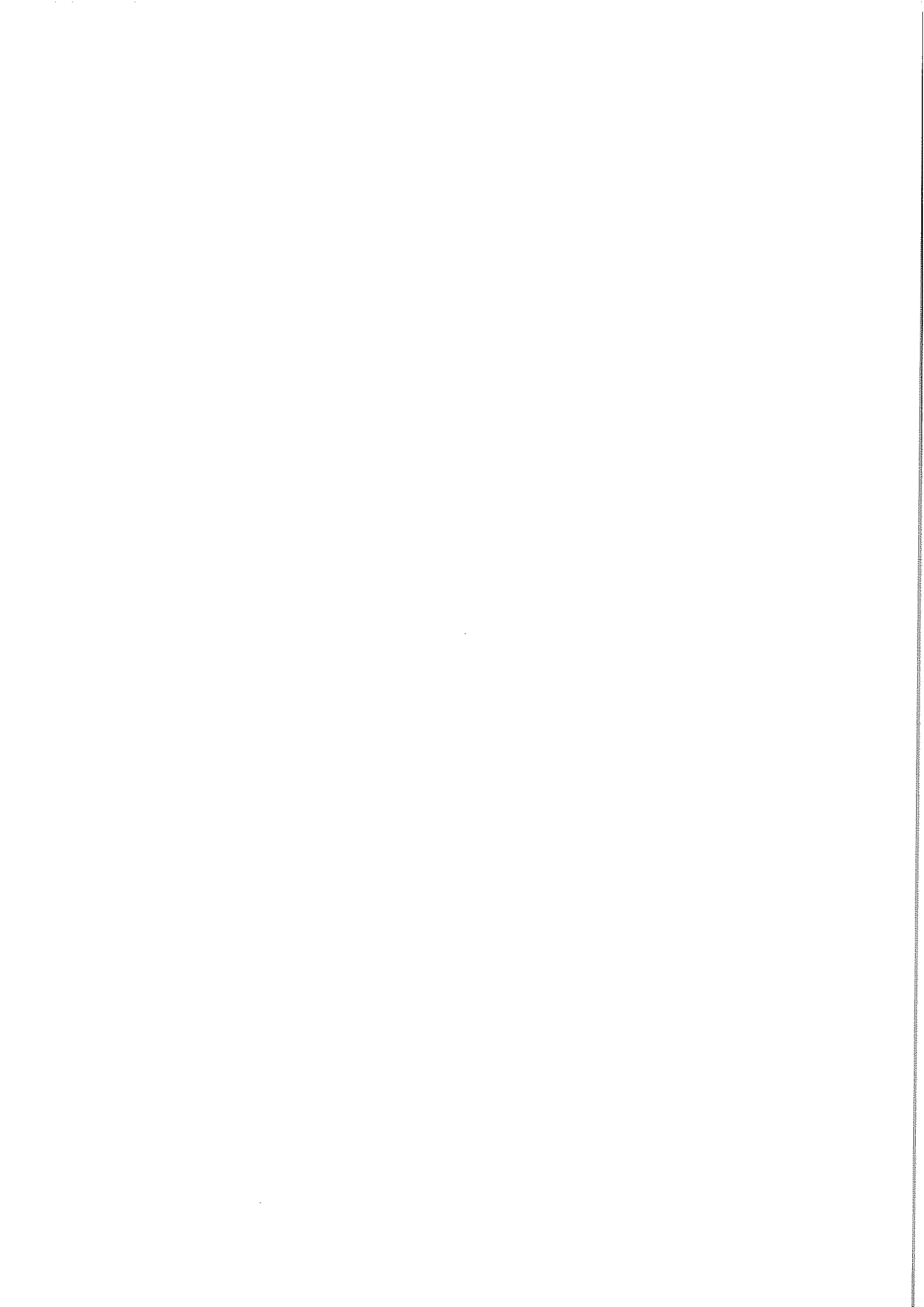
Totnes

Devon

TQ9 5QH

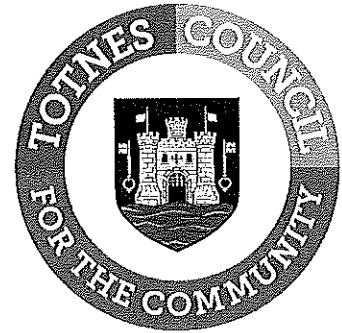
Data Protection

The information that you have provided will be held by Totnes Town Council. The information will be used to assess your application to this Fund as set out in the Guidance Notes and will be held securely at all times. The Trust may share the information with external agencies and the wider public to ensure the project is delivered and with other organisations, if required by law. If you wish to see the personal data that the Trust holds, please contact the Secretary.



Community Budgeting

Project Application Form



1. Organisation Details

Organisation Name: South Hams Citizens Advice Bureau

Charitable status: Yes

Charity Registration Number: 1091133

Organisation status and constitution: Company limited by guarantee

2. Main Contact (for this application)

Name: Janie Moor

Position in Organisation: Manager

Phone No: 01803 869231

Email address: janiemoor@southhamscab.org.uk

Address: Citizens Advice, Follaton House, Plymouth Road, Totnes TQ9 5NE

3. Project Name

Advice for Totnes

4. Project Description

Please include details of each of the following:

Project location; key aims; expected outcomes; lasting impact; groups/sections of the community your project will benefit and any previous experience of delivering successful projects.

Project location: Caring Town Information Exchange (CTIE), the Mansion, Totnes

Key aims: Our mission is to help people resolve the problems they face so they are more able to live happy and productive lives. In this new project we aim to make our services more accessible to the Totnes community, particularly those who are vulnerable and who struggle to access our digital services (telephone and email) or who have caring responsibilities or other restrictions which mean they cannot travel to Follaton House.

The funding we are seeking will enable us to provide weekly face-to-face advice sessions from CTIE at the heart of Totnes town centre. We will recruit and train paid staff and volunteers to provide the advice people need to resolve the problems they face. We will provide access to the Citizens Advice website and advice systems and we will ensure that all interactions meet the requirements of the Advice Quality Standard (AQS).

Expected outcomes:

1. More people from Totnes will be able to access the advice they need to resolve the problems they face.
2. Totnes residents with disabilities and long term health conditions will find it easier to access advice services.
3. The financial position of Totnes residents accessing the service will improve.
4. There will be an improvement in the wellbeing of local people accessing the service.
5. More local people will be engaged in volunteering.

Lasting impact: We aim to create an enduring partnership with CTIE where clients experience a seamless service between organisations that proactively share data and work together to help people access the advice and information they need.

Groups/sections of the community your project will benefit: We provide free, confidential, impartial advice to everyone.

5. Evidence of Need

What issues or needs will your project address?

Our local data tells us that our outreach services help to reach those in most need who may not otherwise access our services. For instance, in our core service 47% of clients are disabled or have a long-term health condition. However where we are able to provide face-to-face outreach services in Kingsbridge, Ivybridge, and Dartmouth this number rises to 55%. We find that whilst those aged 25-74 make good use of our services, those over 75 are somewhat underrepresented. We also find that the percentage of benefit enquires is some 12% higher for clients who access our service on a face-to-face basis. An accessible town centre service will help us to better meet the advice needs of these people.

We are expecting the roll out of Universal Credit (UC) in Totnes from May 2018. UC will affect the unemployed as well as people in work and those who are self-employed. Where UC has already been introduced in other parts of England, Citizens Advice has found that some people have been waiting up to 12 weeks for their first payment; the online system is complicated and people are struggling to use it; people aren't getting help when the system fails. Our advisors have received training from DWP and can call on experience from Citizens Advice across the country help resolve these kind of enquiries quickly and effectively.

6. Fit with Town Council Priorities

How does your project meet the needs of the Town Council Priorities?

Economy

We help people understand their employment rights, resolving poor employment practices and problems associated with seasonal and zero hour contracts. We have 45 volunteers who each year donate a day a week, or annually 8,925 hours valued at £145,000.

Environment

We promote energy awareness and efficiency. In 2016/17 we trained 70 people in energy efficiency awareness and helped 80 families switch energy provider, some saving as much as £400/yr. We have three qualified Domestic Energy Assessors who can help provide tailored advice to reduce fuel bills and keep houses warm.

Social and Community

Our help with housing issues includes talking to bailiffs getting help with repairs, obtaining home care adaptations, achieving grants for energy efficiency measures. Our debt management and income maximisation work helps prevent homelessness. We provide employment opportunities, currently employing 7 local people. We also provide work experience placements and apprenticeships for young people. Our volunteers value feeling part of a team. Their confidence grows and their wellbeing improves as they form friendships and start to see how they are making a difference to other people's lives. We provide good community information via our website <http://southhamscab.org.uk/>. We are active members of Caring Town Totnes.

Culture and Heritage

Our work helps people understand their rights and responsibilities, solve their problems so they are more able to live happy and productive lives.

7. How does the project enrich the lives of Totnes residents?

- 1. More people helped.** In other local towns we have found that by extending our opening times client numbers have risen by as much as 60%.
- 2. More vulnerable people helped.** Our experience tells us that when vulnerable people such as the elderly, frail or infirm face complex problems they are more likely to seek advice through face to face services.
- 3. People are better off.** People using this service are more likely to receive the welfare benefits to which they are entitled and to be better able to manage their debts. Last year our outreach services in other local towns produced financial gains for local people of at least £130,000, as outlined in our annual report.
- 4. Improved health and wellbeing.** Research from the national Citizens Advice service shows that seven out of ten people feel less stressed following our intervention; nearly half (46%) find their physical health improves. In a local project we found that client wellbeing (recorded on the WEMWBS scale) rose 5 points following our intervention. Clients feel empowered to act because they understand their rights and responsibilities.
- 5. More local people volunteering.** We believe local people are best placed to respond to the needs of the local people and so we will recruit and train volunteers from the Totnes community to support this project. Our volunteers report a 'sense of belonging' and enhanced wellbeing. Some people volunteer for many years; some move into employment. One volunteer said: "When I first started at Citizens Advice I was really nervous but I had great support from everyone around me. My self-confidence improved no end, which was really important as I'd been self-employed for years. I'm now moving into my first formal job in 12

8. Funds Sought

Breakdown of costs and quotes:

Advisor salary	£3,896.88
IT (lap top/phone)	475.00
Travel	85.00
Marketing	250.00
Rent - in kind from CTIE	0
Training/recruitment	850.00
Project supervision	553.00

Total Project Cost (VAT that you cannot reclaim can be included): £6,109.88

9. Other Funding Sources

Please list other funding sources, including the amount and whether funding is secured or pending.

Source Organisation	Amount	Secured/Pending
*		

*NB: This is a standalone project. Funding provided from SHDC and DCC is to support our core service which will continue to provide telephone support and advice from the Totnes office to those who are able to access services in that manner.

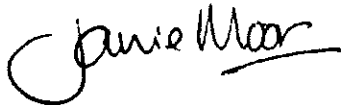
9. Supporting Documentation

Please include copies of your organisation's 1) accounts for the past two years and 2) bank/building society statements showing current financial position.

10. Publicity

The Trustees may ask successful applicants to submit a short summary about how the money has been spent so that this can be included in the Town Council's Annual Report. They may also ask you to take part in publicity such as an article or interview in the Totnes Times. Please indicate here if you would be willing to do this: YES/~~NO~~

Signature:



Date: 14th November 2017

Please send your completed application form and all supporting documentation to:
clerk@totnestowncouncil.gov.uk

OR

Town Clerk

Totnes Town Council

The Guildhall Offices

5 Ramparts Walk

Totnes

Devon

TQ9 5QH

Data Protection

The information that you have provided will be held by Totnes Town Council. The information will be used to assess your application to this and will be held securely at all times. The Trust may share the information with external agencies and the wider public to ensure the project is delivered and with other organisations, if required by law. If you wish to see the personal data that the Trust holds, please contact the Secretary.

Please complete and send this form by

Deadline: 5pm Wednesday 15th November 2017