

AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 9th APRIL 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 9th April 2017 at 7pm for the purpose of transacting the following business:

No	Subject	Comments
1	To receive apologies.	Apologies have been received from Cllr J Green in advance of the agenda going out.
2	Following the elections on 29 th March 2018 to welcome the new Councillor (Louise Webberley) onto the Town Council team.	
3	The Mayor will request confirmation that all Members have made any amendments necessary to their Declaration of Interests, if appropriate.	
4	<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><i>The Council will convene.</i></p>	<p>a) Cllr Green b) Cllr Birch c) Cllr Vint</p>

10	To note the Minutes of the Neighbourhood Plan Task and Finish Group	Enclosure
11	To consider how to vote in the Voluntary Voice Representatives elections (one vote allowed per organisation)	Enclosure
12	To note an update on the Market Square Consultation	Enclosure and Verbal update
13	<p>To note the date of the next meeting: Monday 14th May 2018 at 7pm.</p> <p>Future dates for noting: Mayoral Choosing 24th May 2018 Annual Town Meeting 6pm 31st May 2018</p>	
13A	To consider the use of the Town Seal	Cllr Ben Piper

*The Council will be asked to **RESOLVE** to exclude the press and public "by reason of the confidential nature of the business".*

District Councillor's Monthly Report March 2018

John Green, SHDC Councillor for Totnes

Key messages

- The Inspectors of the Joint Local Plan (JLP) have stated that there will need to be both minor and major modifications in order to make the plan sound. The major modifications will be the subject of further consultation. In addition, we have been informed that until this is done it will not be appropriate to give anything more than limited (if any) weight to any aspect of the JLP when making planning decisions.
- The Councils have agreed to make changes to the wording in the JLP relating to air quality, adding the following words shown in *italics* to the policy Dev2 point 2: "Where located in *or impacting* an Air Quality Management Area, *avoid and* mitigate its impact". I hope that this will be useful to Totnes in the future.
- Fusion has stated that the Friday evening Youth Club at the Totnes Pavilion Leisure Centre has been stopped due to some recent incidents which their staff were unable to deal with. I've asked Fusion's management what changes they believe are needed for the Youth Club to start up again and also how they are going to meet their objectives of increasing participation by young people.
- SHDC has approved provision of a loan facility to Fusion of up to £1.5 million (it had previously been approved to TADpool), subject to a business case for the sports centre (there are no details about this as yet).
- South Hams District Council is launching a 'SeaMoor Lotto' at the end of May with an event in Totnes. Charities / voluntary groups will be encouraged to sign up to participate in order to raise money, with tickets going on sale from the end of July. Organisations can register for the launch event by emailing: lotto@swdevon.gov.uk

John Birch
SHDC Member for Totnes

Report for Totnes Town Council
meeting to be held on Monday 9 April 2018

I report on the following matters;

Totnes Leisure Centre

At the last SHDC Full Council meeting a loan to Fusion of up to £1.5 million was approved. This loan is to allow Fusion to move forward with a strategic investment in the Leisure Centre, increase visitor numbers and improve the quality of the experience.

There is to be a meeting between SHDC and Fusion to discuss, amongst other things, the situation arising out of the recent closure of the youth evening on Fridays. I will report back in my next report.

At a recent SHDC Overview and Scrutiny Panel meeting Fusion provided its Annual Report for 2017. This can be found at

<http://mg.swdevon.gov.uk/documents/s16127/Fusion%20Annual%20Review%20Presentation%20January%20to%20December%202017.pdf>

War Memorial

I welcome the Totnes Trust's decision to leave the War Memorial in its current position and to proceed with the proposed scheme to create a "Place to Remember" which has received widespread support in the recent consultation exercise.

I believe that leaving the War Memorial in its current position is the right and sensitive way forward following a refreshingly open community consultation. So often in the past public consultations have taken place

just for the purposes of a box ticking exercise. This is certainly not the case in respect of the St Mary's Partnership "Heritage for Life" consultation.

SHDC Development Management – Pre-application advice

At a recent SHDC Overview and Scrutiny Panel meeting members considered proposals in respect of a consultation on the Council's pre-application process. There are two main areas of the process where there are recommendations for change; the interaction with Council Members and Town and Parish Councils, and the publication of both pre-application submissions and the Council's response.

There is attached to this report the proposed consultation document and the parts that may be of interest to the Town Council are the sections dealing with Major Development and Development Forum Process. The Council may wish to make its views known to SHDC.

John Birch
SHDC Member for Totnes
30 March 2018

SOUTH HAMS DISTRICT COUNCIL – PRE-APPLICATION ADVICE

MARCH 2018 – DRAFT FOR CONSULTATION

1. Overview

- 1.1 Any advice given by Council officers in response to pre-application (pre-app) enquiries does not indicate a formal decision by the Council as local planning authority. Any views or opinions expressed are given in good faith, and to the best of ability, without prejudice to the formal consideration of any planning application following statutory public consultation, the issues raised and evaluation of all available information.
- 1.2 The response given at pre-app does not bind the Council to a decision and officers cannot give guarantees about the final formal decision that will be made on planning or related applications. It will aim to give developers/applicants very clear advice about whether Council officers will recommend approval for a scheme, and how it may need to change to be supported by a recommendation. A charge is made for this service.
- 1.3 Pre-app advice is given in accordance to the circumstances at that time and is subject to the proviso that circumstances and information may change or come to light that could alter the position.
- 1.4 If following a pre-app enquiry, a subsequent planning application is made on the site, the pre-app together with any response made by the Council will be made available for public inspection. If at any time the Local Planning Authority receives a request, under the Freedom of Information Act (FOI) or Environmental Information Regulations (EIR), to disclose information relating to this pre-application enquiry they are obliged to do so unless the information is deemed exempt under the Act. We can only withhold information under FOI or EIR if the information falls under one of the exemptions (FOI) or exceptions (EIR) set out in legislation. For certain pre-application issues the applicant would be advised to complete the section in the application form setting out why they consider the matter to be sensitive and should set out the reasons why, and for how long, they feel any information relating to the case needs to remain confidential. However, whilst we will take account of these views, the final decision on whether the information should be withheld rests with the Council. The Council maintains compliance to the Data Protection Act and we will not release any personal information to third parties.

2. Introduction

- 2.1 Open and constructive pre-application discussions are an opportunity for the Council and applicants to work together to achieve developments that deliver benefits to the individual, community, environment and the economy. This can save time and costs and optimise the potential of a site.
- 2.2 Benefits of pre-application enquiries and discussions include:
- Saving time and resources
 - Raising the quality of development
 - Speeding up the validation process
 - Gaining community acceptance through engagement
 - Reducing the number of unsuccessful planning applications
 - Identifying the need for specialist input earlier
 - Provide sufficient information to support final application
- 2.3 The more issues that can be resolved at pre-application stage, the greater the benefits. For the planning system to be effective and positive, statutory planning consultees must take the same early, pro-active approach, and provide advice in a timely manner. This assists in issuing timely decisions, helping to ensure that there are no unnecessary delays and costs.
- 2.4 With this in mind, South Hams District Council will expect developers and applicants to be open and positive in their engagement with communities and follow the Council's expectations for community engagement as set out in Section 7 below. Communities have a key role in identifying issues and opportunities around community facilities. The pre-app process and interaction between developers and applicants, local communities and the LPA will allow those communities to express their thoughts and opinions on scale, nature and form of development in a way that is proportionate to the scale of the development proposal.
- 2.5 Developers and applicants will be expected to consider all suggestions brought forward through the community consultation process and to set out detailed explanation and reasoning why they have either incorporated or excluded community suggestions and opinion.

3. The cost of a pre-application

- 3.1 Planning application fees do not cover the cost of a pre-application advice service and Council's may charge for this service. To provide a quality pre-application advice service the Council does charge for advice and the fee schedule is set out in the attached schedule.

4. What Information is required with a pre-app

- 4.1 All pre-apps must be submitted using the pre-app application form that is available on the Council website and the appropriate fee must be paid. In addition to the application form and required fee, you are required to send us as a minimum:
- A site location plan, clearly identifying the site in question
 - A sketch plan showing the proposed development work
 - Photographs of the site if they would help to put the development in context
 - A summary of any community consultation that has been carried out
- 4.2 The application form has more detail on what you need to send us. The level of additional detail required will be dictated by the complexity of the proposal. However, the more information you can give us initially, the more detailed and comprehensive the response from officers can be.

5. Pre-application Process

- 5.1 Within 10 working days of receiving a pre-application submission the Council will contact the applicant by either telephone or email to confirm that the pre-app has been received and that the correct fee has been paid. If the correct fee has not been paid this will be advised and the correct fee requested. If the correct fee has not been received the pre-app will be held in abeyance until the correct fee is received. The name of the case officer will be provided and a date for a meeting, either in the office or on site will be arranged.
- 5.2 The timescales for the Council to respond to pre-app submissions will depend upon the complexity of the proposal, the need to consult other statutory technical consultees and whether further information is required. The timescale for an initial response to a pre-app submission to acknowledge receipt and arrange a meeting with the case officer is set out in the table below, according to the nature and complexity of the pre-app. The timescale for a full response will be agreed between the case officer and the applicant

at the initial meeting. The starting point for the proposed timescales is the receipt of a pre-app, with the correct fee and information requested on the form.

Action	Target timescales				
	Householder or Advert	Small Scale Minor	Large scale Minor	Small scale Major	Large scale Major
Register, allocate to case officer and contact applicant to arrange meeting	Within 2 weeks from receipt				
Scoping Meeting (if requested) and the circulation of notes for agreement after the scoping meeting.	N/A	Scoping meeting to take place within 4 weeks of the receipt. Notes from the meeting to be circulated for agreement within 7 days of the meeting – unless agreed otherwise at the scoping meeting.			
Pre-app meeting with officer either in office or on site	Within 4 weeks of receipt.	Within 4 weeks of receipt or within 2 weeks of receiving the information agreed as required at a scoping meeting	Within 5 weeks of receipt or within 3 weeks of receiving the information agreed as required at a scoping meeting	As agreed in a PPA	
Formal response to pre-app	Within 6 weeks from receipt or a period agreed at the pre-app meeting.	Within 3 weeks from the date of the meeting or a period as agreed at the pre-app meeting.	With timescale agreed at the pre-app meeting	As agreed in a PPA	

- 5.3 The purpose of a Scoping meeting is to establish initially whether the proposal is acceptable in principle in the context of planning policy. A scoping meeting will not consider any technical matters, including highways access or landscape impact and the advice given will be notwithstanding any technical matters that may arise later. No consultation is undertaken with external agencies. The scoping meeting will also establish the additional matters and details that will need to be considered if the matter is considered at a full pre-app stage. The Scoping meeting is a desktop exercise and will take place at the Council offices.
- 5.4 The Council recognise that there is benefit to early engagement with elected members within the planning process, including the pre-app process. Members will receive a weekly list of the pre-application submissions that have been received and once a full pre-app meeting has been arranged the relevant Ward Members will be advised of the date and time of the meeting. Should the Ward Member(s) wish to attend the meeting they should contact the case officer to arrange attendance. Members who attend any pre-app meeting should avoid expressing any detailed opinion or prior view which might be viewed as pre-determination and should follow the Members Planning Code of Good Practice.
- 5.5 The full pre-app meeting could take place on site or at the Council Offices depending on the specific nature of the pre-app. If the meeting is at the office, the case officer will visit the site in advance of the meeting. There will not be a full written response to a scoping meeting, but written notes of the discussion will be circulated for agreement.
- 5.6 If an application is subsequently submitted following any pre-application advice being given, once the new application is registered, the pre-application submission and the response from the Council will be published on the Council Website with the application documents.

6. What advice is provided to a Pre-App Enquiry

- 6.1 The Case Officer will undertake the following:
- Research the history of the site.
 - Undertake an unaccompanied site visit prior to the pre-app meeting, if required.
 - Identify and assess the prospective application against Council policies and standards.
 - Highlight the need for further investigations or key groups that need to be consulted.

- Provide a detailed written response to a full pre-app meeting in context to the information supplied, and specific questions asked in the initial enquiry and at meetings as far as practicable, which would include an opinion as to whether or not a planning application would be worth pursuing.
- Advise on the appropriate level of community engagement
- Provide written feedback from Members, the Local Council and local residents received if a Pre-application Community Engagement Forum is held.

7. Community engagement in the pre-app process

7.1 One of the core planning principles set out in the National Planning Policy Framework (NPPF) is that planning should empower local people to shape their surroundings. The NPPF also states that applicants should be encouraged to engage with the local community before submitting their applications.

7.2 Communities have a key role to play in identifying issues and opportunities arising from development in their area. The Council is therefore committed to encouraging developers to engage with communities, where appropriate as part of the pre-application process. Engagement is expected to be open and positive and consideration given to all suggestions brought forward with feedback as to how and why these can or cannot be incorporated in the final plans. Council Officers and Members and other stakeholders should be involved in the engagement process to provide a joined-up approach.

7.3 The level of engagement should be proportionate to the size, type, scale and location of the development. Below is set out the Council's recommended engagement process based on some of these factors. This does not preclude additional engagement or consultation where agreed by the parties involved or felt necessary to address specific issues that arise.

Minor Development

7.4 If the pre-application enquiry relates to Minor development, whilst this type of development can be small scale there should be some form of engagement with those affected by it. In some communities even a small number of additional dwellings may be considered significant. In all cases we recommend the applicant consults with those landowners or residents whose property bounds the proposed development area and any other local landowners or residents who may be affected by the development. This will assist the applicant in gaining understanding from their close neighbours and potentially avoid objections to the scheme.

- 7.5 Where more than 3 dwellings are being proposed and these are in a rural parish or smaller local centre, where such development could be considered significant, or where additional infrastructure/facilities are being delivered that will have an impact on the community as a whole it is recommended that the applicant attend a Parish Council meeting to discuss their proposals and likely timescales for application and delivery and whether wider community engagement is appropriate.

Major Development

- 7.6 As part of the scoping meeting for major developments the case officer will set out the expectations of the Council regarding the extent of community engagement to enable the local community to be involved in shaping and influencing the development.
- 7.7 For major developments the Council would expect the developer to demonstrate that the community has had a reasonable level of involvement in shaping the development. The following three stage process is suggested for large scale major development, although the developer may choose to undertake additional engagement and, particularly on some larger or more complex sites with a variety of infrastructure requirements or in local centres where such development is deemed very significant.
- 7.8 **Stage one: Attendance at a Town or Parish Council meeting**
The developer should advise the Town or Parish Council that they have commenced discussions with the District Council on the site. They should discuss the options for the development, any draft proposals they have and likely timescales for application and delivery and agree with the Town or Parish Council how and when the community will be engaged in shaping the development.
- 7.9 **Stage two: Community Engagement Event**
Whilst the exact format of the event will be left to the developer to agree with the Town or Parish Council they will need to demonstrate that the community has been enabled to participate in the engagement process by holding any event at an appropriate time, in an accessible location providing the right level of detail to enable the community to help shape and inform the development. An open day/ drop in event is more likely to result in a larger take-up from all sections of the community than a shorter public meeting. Developers will be expected to ask the community for their views and

suggestions on options and plans for the development, and share any of their own emerging plans inviting comment on these. Where possible anticipated timescales for submission of the application and development of the site should be provided. The community views will need to be collated in order to provide feedback. Developers may wish to consider a simple form for this purpose and this and other documentation should be made available on-line through the Town or Parish Council website so that those unable to attend can comment on the proposals. Both parties may also decide that an on-line survey is appropriate.

7.10 Stage three: Development Forum

Where deemed necessary and agreed as part of the pre-application process, key stakeholders will be invited to the Development Forum where the developer will need to:

- Provide feedback on options, suggestions, comments and issues raised by the community at the previous stages of the engagement process demonstrating how the developer proposes to address these. Where options suggested by the community cannot be progressed or accommodated reasons should be given. This feedback should also be made available on the Town or Parish Council website.
- Present final proposed plans and timescales to the forum.
- Answer any questions raised and indicate when feedback will be provided on any outstanding issues.

7.11 Development Forums are to be held during the pre-application stage of the development process in order to help all people involved in making a decision understand fully both the nature of the proposal and the issues involved with major, complex and controversial developments. They enable a developer to explain proposals directly to the elected Members and officers of the District Council, Town/Parish Councils, stakeholders and the community and enable the developer to shape a scheme to address community concerns and to provide adequate information to assist the decision takers to envisage the scheme and its impacts.

7.12 A Development Forum also provides a structured way in which Members can be involved in pre-application discussions without the risk of pre-determination and enable a developer to explain proposals directly to the elected Members and officers of the District Council, Town/Parish Councils, stakeholders and the community, addressing

community concerns and providing adequate information to assist the decision takers to envisage the scheme and its impacts.

7.13 DEVELOPMENT FORUM PROCESS

The Development Forum will be a meeting arranged by the Council to facilitate the explanation and examination of a development proposal, prior to an application being made. Responsibility for deciding which schemes will be presented to a Development Forum will rest with the Council's Community of Practice Lead (DM) in consultation with the Chairman of the Development Management Committee who would normally chair the Development Forum meeting.

7.14 Generally, Development Forum meetings will be held at the Council Chamber at Follaton House, Totnes. In exceptional circumstances, and where practicable, such Forum meetings may be held in venues close to the development site at the discretion of the CoP Lead (DM) in consultation with the Chairman of the Development Management Committee. Publicity/notification of a Development Forum meeting will be given between three to four weeks before the meeting.

7.15 Development Forum meetings will be held in public, where a full record of the proceedings will be taken and the minutes/notes of the meeting will be published on the web site. An attendance list will be circulated at the Forum meeting for the voluntary completion by all attendees, including name (and organisation if applicable), email/postal address and reason for attendance at the meeting. In voluntarily completing the attendance list, attendees are agreeing to provide contact information to help with the running of this event and to enable the Council to notify attendees of final minutes/notes of the Forum meeting and/or any other pertinent information and details. It should be noted that any attendees who speak at the meeting will have their name included in the minutes/notes.

7.16 Member attendance and involvement at Development Forum meetings will be subject to normal 'interest' considerations. Development Forum meetings will be for information purposes only, i.e. no predetermination, or prejudicing of a future decision until all material considerations have been considered.

7.17 Development Forum meetings will be led by the Chairman and a planning officer, with other officers in attendance as appropriate (e.g. landscape, ecology, housing, highways,

drainage,). The developer (and team) will be invited to present the scheme subject to a time limit. Generally, this time limit will not exceed 40 minutes. Each stakeholder and stakeholder representatives (e.g. Town/Parish Council representatives, local community group representatives), who have been invited to and accepted the invitation to speak at the Forum meeting, will be permitted up to 5 minutes to make comments and provide feedback on the developer's presentation and scheme as proposed.

- 7.18 Open questions by Members seeking clarification about aspects of the proposed scheme can be directed to the developer (and team), speakers and officers. A planning officer will summarise the main issues arising from the proposal and will explain what will happen next.
- 7.19 Minutes/notes of a Development Forum meeting will be forwarded to all Members, stakeholders (or their representatives) and attendees and will be published on the District Council's website.
- 7.20 The Development Forum is NOT a decision making body. For clarity, it is the separate Development Management Committee which makes the final decision on any submitted planning application, NOT the Development Forum.

8. Definitions

- 8.1 For the purposes of the pre-application process that following definitions apply:
- **Small Minor:** 1-2 Dwellings or non-residential floor space up to 499 sqm, telecommunications, Lawful Development Certificate Advice and changes of use except dwellings, where there is no operational development
 - **Minor Development:** between 3 – 9 dwellings or non-residential floor space between 500 – 999 sqm or a site area up to 1 Ha.
 - **Small Scale Majors:** up to 30 dwellings or Non-Residential floor space between 1000 – 4999 sqm or a site area between 1 – 2 Ha
 - **Large Majors:** Over 31 dwellings or Non-Residential floor space over 500sqm or a site area over 2 Ha all renewable energy proposals unless a domestic scale and all development that requires an EIA

ROBERT VINT
SHDC Member for Totnes

DISTRICT COUNCILLOR'S REPORT TO TOTNES TOWN COUNCIL
9th April 2018

PARKERS BARN VISIT 14th March

Local members were invited by the developer to visit the Parkers Barn site to hear outline proposals for the development of the site. Members were accompanied by a Town Council officer and were careful to focus on fact-finding and not to predetermine their position on any proposals. In fact the proposals were far too general for me to judge their suitability. I expect the proposal to cover a similar footprint to the existing building, to retain on-site parking and to be three storeys in height. It would involve retrofitting the existing building rather than demolishing it.

We were assured in general terms that the proposal would be likely to provide affordable accommodation for local people. Issues we raised included:

- the importance of vehicle access through the site between the Chamomile Lawn development and Parkers Way - to reduce traffic especially past the primary school. They recognise this but are not legally obliged to provide it.
- the need to provide suitably affordable accommodation for local people. We received general assurances on this.
- the desire for sustainable, energy-efficient, warm housing. We received general assurances on this.

We were told that there would be a single full planning application rather than an outline one followed by a reserved matters one. I await the application. Meanwhile it might be worthwhile for the TC Planning Committee to request a visit and/or to draft their own questions.

SNOW AND EMERGENCY PLAN.

The Emergency Plan I have been proposing for the last two years still hasn't been fully implemented and agreed with SHDC. Following our experience helping people stranded overnight due to heavy snow I suggest that the People Committee makes it a priority to review these proposals. In particular, it might be worth considering under what circumstances council premises - such as the Civic Hall - might be used to accommodate people needing help (eg as a result of flooding, fire or snow) - and if or how the council might assist with gritting of public spaces.

DEVELOPMENT MANAGEMENT MEETINGS

7th Feb. I and other members opposed the proposal to fell the Silver Birch tree in front of the Gothic House in Bank Lane. This was protected by TPO. Whilst there is a case for felling, I was concerned that many on the committee took no notice of the concerns of local members. It was finally decided, by a casting vote of chair, to permit felling.

7th March. There were no applications in or near Totnes.

FULL COUNCIL MEETINGS

1. Budget Meeting (2nd February). I was very concerned about how the Conservative Group prevented proper debate. Instead of debating and voting on each key item and each proposed amendment they insisted on block votes on the whole budget. I'm sure that this was because there were several items in the budget with which some of their Tory councillors disagreed and they didn't want their divisions exposed.

2. Full Council (29th March) - I was ill on the day of this meeting.

ECOLOGY TRAINING WORKSHOP (8th March).

This training event was well-attended and I found it useful - in particular in explaining how wildlife considerations can influence the planning process.

Link Councillors and Committee Membership 2018/19

Councillors will be formally appointed to serve on standing committees at the Mayoral Choosing on Thursday 24th May 2018 This Council meeting is to put forward nominations. Please note that Chair and Deputy Chair appointments will be made at the nearest meeting following the Mayoral Choosing.

Committee Membership		
Committee	Current	Proposed
Operations - The Committee will consist of no fewer than six elected Town Councillors and a maximum of eight. Meetings are held every month.	Cllr Marion Adams – CHAIR Cllr Rosie Adams Cllr Emily Price Cllr Jo Sweett Cllr Pip Paine Cllr Judy Westacott	
Place - The Committee will consist of no fewer than six elected Town Councillors, and a maximum of eight. Meetings are held every 3 weeks	Cllr Ray Hendriksen – CHAIR Cllr Jacqi Hodgson, Cllr Pip Paine, Cllr Robert Vint, Cllr Kate Sermon Cllr Georgina Allen	
People - The Committee will consist of no fewer than six elected Town Councillors and a maximum of eight. Meetings are held every 2 months	Cllr Andy Simms – CHAIR Cllr Kate Sermon Cllr Tony Whitty Cllr Ben Piper Cllr Jo Sweet Cllr Marianne Parker	
Personnel - The Committee will consist of the Mayor plus four elected Town Councillors. Meetings	Cllr Judy Westacott - CHAIR Cllr Rosie Adams Cllr Marion Adams Cllr Tony Whitty	

are held as required but usually monthly.	Cllr Andy Simms	
Link Councillors		
Business and Employment	Cllr Rosie Adams	
Cultural Links and Arts Lead	Cllr Marion Adams Cllr Rosie Adams Cllr Ben Piper	
Elderly and Vulnerable People	Cllr Judy Westacott Cllr Marianne Parker	
Young People	Cllr Jo Sweet Cllr Jacqi Hodgson Cllr Kate Sermon Cllr Marianne Parker	
Heritage	Cllr Tony Whitty Cllr Ben Piper	
Open Space, Sports Provision, Leisure	Cllr Tony Whitty Cllr Robert Vint	
Traffic and Transport	Cllr Robert Vint Cllr Andy Simms	
Environment and Sustainability	Cllr Jacqi Hodgson Cllr Robert Vint	
Working Groups		
Council Venues Working Group	Cllr Andy Simms Cllr R Hendriksen Cllr Ben Piper Cllr Rosie Adams	
Neighbourhood Plan Task and Finish Group	Cllr Rosie Adams – CHAIR	
Arts Working Group	Cllr Andy Simms Cllr Ben Piper	

	Cllr Jo Sweett Cllr Kate Sermon	
Representatives on outside bodies		
Totnes Traffic and Transport Forum		
TADPOOL		
Totnes Allotments Association		
Vire Twinning Association		
Totnes Municipal Charities		
KEVICC Foundation Governors		
Totnes Bounds Charity		
Parish Paths Partnership		
Totnes Hospital League of Friends		
River Dart Non-Beneficiaries Group		
DALC County Committee		
DALC Larger Councils Committee		
Totnes Chamber of Commerce		

Terms of Reference for Lead Councillors

1. Lead Councillors

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

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

2. Aims

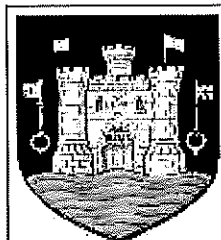
The Town Council created these roles in order to provide a nominated Councillor who can:

- a) develop particular knowledge about each key area;
- b) liaise with groups in the town with relevant interests to be aware of current issues and activity;
- c) take up particular cases for individuals with an issue in their remit;
- d) develop relationships with relevant service providers;

e) take the lead when the Town Council is called upon to express a view or participate in consultation activity;

3. Operating Principles

- Lead councillors are expected to act proactively by initiating or participating in any activity which they believe contributes to this agenda, and developing links with relevant community groups and service providers.
- Any issue arising in the town relevant to the Council's activities will be referred in the first instance to the relevant lead councillor who will be expected to make recommendations to a committee or the Full Council on any action necessary by the Council.
- Lead Councillors should report back on current issues as appropriate, and brief their fellow councillors periodically on their area, via the relevant committee.
- They do not have any delegated powers.
- Each lead councillor will be expected to lead an annual review of their area of responsibility at the relevant committee. The content of reviews will be reported in this way to the Full Council and contribute to the development and ongoing implementation of the Community Plan. It will be at their discretion as to what format a review should take but may include
 - inviting service providers e.g. representatives of DCC, SHDC, etc to make an input
 - inviting local groups e.g. Totnes Caring, users groups etc, to talk about their current concerns
 - a review of the community plan priorities
 - an open discussion
- Lead Councillors are not linked to any particular committee (e.g. the Lead Councillor does not have to sit on the committee at which its topic area would in general be discussed) but they should be invited to attend on relevant agenda items, and liaise with the clerk to bring forward agenda items for discussion as appropriate.
- The Council may choose to appoint two (but not more than two) Lead Councillors where more than one person stands for the position.
- In recognition of the involvement such a role requires, it may be the case that not all Lead Councillor positions will be filled.



DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 5th MARCH 2018 AT THE GUILDHALL TOTNES

Present: Councillors Westacott MBE (Deputy Chair), Paine, Piper, Hodgson, M Adams, Whitty, Sermon, Vint, Parker, Price, Allen, Sweett and Simms.

Apologies: Councillors Hendriksen and R Adams.

In Attendance: Catherine Marlton (Town Clerk), Peter Bethel (Town Sergeant), District Councillor Green, Soundart Radio, District Councillor Birch, 1 member of the Press and 5 members of the public.

No	Subject	Comments
1	To receive apologies.	New Councillors Emily Price and Georgina Allen were welcomed to the Council.
2	The Mayor will request confirmation that all Members have made any amendments necessary to their Declaration of Interests, if appropriate.	It was unanimously agreed to add Cllr E Price to the Operations Committee and Cllr G Allen to the Place Committee
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><i>The Council will adjourn</i></p>	<p>A member of the public updated that the Dartington bird hide will be moved.</p> <p>A member of the public expressed concerns about the state of the walkway between Colebrook Cottages and Leatside Surgery. Cllr Birch and Green agreed to liaise with SHDC on this matter</p>

		<p>b) Cllr Birch agreed to circulate a breakdown of the SHDC play parks capital programme for consideration.</p> <p>c) Cllr Vint was asked to circulate his report by email to all Councillors and the Clerk.</p> <p>d) Cllr Hodgson was asked to circulate her report to all Councillors and the Town Clerk by email.</p>
4	<p>To elect the Mayor for 2018/19. Councillor Judy Westacott has been proposed by Councillor Rosie Adams and seconded by Councillor Marion Adams.</p> <p>To note that Mayor Choosing will take place on Thursday 24th May 2018 in the Guildhall.</p>	<p>Cllr Judy Westacott MBE was unanimously appointed as the 18/19 Mayor. She explained that she intended to spread her escort duties amongst all Councillors.</p>
5	<p>To note the timeline for the St Mary's Partnership consultation</p>	<p>In relation to the War Memorial, Councillors were concerned about the number of objections being received around what is a very emotive subject. It was AGREED to hold an open session before the next Full Council meeting at 6.15pm to allow Councillors to debate fully prior to decision on the War Memorial move being taken in the meeting. <u><i>This open session has subsequently been cancelled because the St Mary's Partnership have withdrawn any potential move from the plans.</i></u></p>
6	<p>To approve and sign the Minutes of the following Meetings :</p> <p><i>(Please note confidential minutes can be agreed but any discussion must be held in Part 2):</i></p> <ol style="list-style-type: none"> Planning and Place Committee 1st February 2018 Full Council 5th February 2018 Full Council 5th February 2018 - PART 2 People Committee 8th February 2018 Personnel Committee 12th February 2018 – PART 2 Operations Committee 19th February 2018 Operations Committee 19th February 2018 – PART 2 NP Task and Finish Group 19th February 2018 Planning and Place Committee 22nd February 2018 	<p>b. Under item 3 'St Mary's Partnership' should read 'War Memorial Trust'</p> <p>Subject to the minor amendment above the minutes were AGREED unanimously.</p>
7	<p>To consider any matters arising from the Minutes and to approve any recommendations from Committees</p> <p><i>(Please note confidential recommendations can be agreed but any discussion must be held in Part 2):</i></p> <ol style="list-style-type: none"> Planning and Place Committee 1st February 2018 Full Council 5th February 2018 Full Council 5th February 2018 - PART 2 People Committee 8th February 2018 	

	<p>e. <i>Personnel Committee 12th February 2018 – PART 2</i></p> <p>f. <i>Operations Committee 19th February 2018</i></p> <p>g. <i>Operations Committee 19th February 2018 – PART 2</i></p> <p>h. <i>NP Task and Finish Group 19th February 2018</i></p> <p>i. <i>Planning and Place Committee 22nd February 2018</i></p>	<p>d. People Committee – Item 3 the wording should be amended to ‘Very best wishes from the Mayor of Totnes and <i>the</i> Totnes Town Councillors.’ The removal of exclamation marks was also agreed. It was RESOLVED to agree the recommendation subject to these minor amendments. Item 4 it was RESOLVED to accept the proposal. Item 5 it was RESOLVED to accept the recommendation. Item 6 it was RESOLVED to accept the recommendation. Item 7 it was RESOLVED to accept the recommendation.</p> <p>e. <i>Personnel Committee - It was RESOLVED to accept all recommendations.</i></p> <p>f. <i>Operations Committee – it was RESOLVED to accept the recommendation.</i></p> <p>g. <i>Operations Committee – it was RESOLVED to accept the recommendations.</i></p>
8	To consider the ramifications of the school funding cuts	Cllr Sweett and all Councillors expressed grave concerns regarding the impact of funding cuts on the education and wellbeing of young people. It was AGREED to write a letter to Sarah Wollaston and the Education Secretary of government to reiterate the Town Council’s position. It was AGREED that Cllrs Whitty, Sweett and Hodgson would meet to draft said letter before circulating to all Councillors for any amendments.
9	To note the TTF Agenda and minutes and any actions or recommendations requiring consideration.	Noted.
10	To note the date of the next meeting: Monday 9th April 2018 at 7pm. A Paige Adams meeting will be held for trustees directly beforehand at 6pm.	Noted.
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.		
11	<p>To approve and sign the Minutes of the following Meetings (staffing implications and commercial sensitivity).</p> <p>ONLY REQUIRED IF NOT AGREED IN OPEN SESSION.</p> <p>a. <i>Full Council 5th February 2018 - PART 2</i></p> <p>b. <i>Personnel Committee 12th February 2018 – PART 2</i></p> <p>c. <i>Operations Committee 19th February 2018 – PART 2</i></p>	No discussion in Part 2 as all agreed in open session.

12	To receive an update on the Civic Hall Caretaking contract (staffing implications and commercial sensitivity)	It was AGREED that the Town Clerk should undertake an assessment of the cover required and bring a business case back to Full Council for consideration.
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Catherine Marlton
Town Clerk

DRAFT

**MINUTES OF THE PLANNING AND PLACE COMMITTEE
THURSDAY 15TH MARCH 2018 AT THE GUILDHALL TOTNES**

Present: Councillors R Hendriksen (Chair), G Allen, J Hodgson, P Paine and R Vint.

In Attendance: Councillor E Price, Public and Sara Halliday (Administrator).

Apologies: Councillor K Sermon.

Not Present: Councillor A Simms.

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.	<p>A member of Totnes Gardens asked the Town Council to consider re-siting the Coronation commemorative stone from its current location on Borough Park Road to Coronation Road. Totnes Gardens believe the stone would be in a more prominent position and the garden easier to maintain. Totnes Gardens have approached BAM, the contractors carrying out flood prevention work, to carry out this work at no cost.</p> <p>Cllrs AGREED that the following points need to be clarified before a recommendation could be made:</p> <ul style="list-style-type: none"> - ownership the memorial; - whether planning permission would be required for the re-siting; - to establish that there would be no costs incurred by TTC; and - that BAM resources were not being used inappropriately. <p>Cllr Vint raised concerns about public reaction based on the strength of public feeling against the proposal to move the war memorial.</p>
	<i>The Committee will convene to consider the following items:</i>	
2	To approve the minutes of the meeting of 22 nd February 2018.	<p>The minutes have been agreed by Full Council.</p> <p>Matters arising:</p> <p>Item 8 – The Regional Rail Users meeting was cancelled due to the snow and will be rescheduled (date to be confirmed).</p>
3	To discuss with the Environment Agency how to develop an Emergency and/or Flood Plan for Totnes.	Due to sickness the Environment Agency representative was unable to attend and sent her apologies. This item will be rescheduled for a future date. Cllr Vint requested that the draft Emergency Plan (which has never been adopted) is circulated to Cllrs in advance of this item returning to the Committee.
4	To note or make recommendations on the following tree works orders:	Applications available on the SHDC website – www.southhams.gov.uk
	Works to Trees in a Conservation Area:	

4.1) 0555/18/TPO – T1: Mature Cedrus Deodara –

The Committee supported the recommendation – 11

	<p>repositioning of rainwater pipe on Ramparts Walk frontage. 1-3 Ramparts Walk, Fore Street, Totnes.</p> <p>5.6) 4113/17/ADV – (Revised Plan Received) Advertisement consent to display a free-standing advertisement board. The Plains, Totnes, TQ9 5YS.</p>	<p>discharge water across the Ramparts Walk footpath at the top of Eastgate steps which will cause flooding and an icing risk in bad weather (the existing downpipe empties into a drain). The gulley along the side of the path is not well maintained and therefore would not deal effectively with this additional run-off.</p> <p>Cllrs Hodgson and Vint declared a personal interest as they know the applicant. Cllr Vint spoke about a previous Town Team policy to standardise street furniture and signs in the town to one style. In order to meet the planning deadline it was suggested that the original images and proposed graphic for the sign would be circulated for consideration, and any comments passed to the Administrator.</p>
<p><u>NOTE: Cllrs JH and RV observe and do not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.</u></p>		
6	To consider the minutes of the Totnes Neighbourhood Plan Task and Finish Group meeting held on 19 th February 2018.	Noted.
7	To note the minutes of the January Totnes and District Traffic and Transport Forum and the agenda for the February meeting.	Noted. The meeting on 28 th February was postponed due to the snow and the same agenda will be used for the March meeting.
8	<p>To note the following event request received by SHDC:</p> <p>8.1) Head of the Dart race and paddleboard event, 0900-1900hrs on 14-15th April 2018, Longmarsh Car Park, Totnes.</p>	Noted.
9	To note the proposed date of the next meeting – 5th April 2018 at 5pm in the Guildhall.	Noted. Cllr Allen is unable to attend.

CHAIR



DRAFT MINUTES FOR THE OPERATIONS COMMITTEE
MONDAY 26th MARCH 2018 AT THE GUILDHALL TOTNES

Present: Councillor M Adams (Chairman), Paine, R Adams, Price and Sweett

Apologies: None

Not present: Cllr J Westacott MBE

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

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	
<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.		
<i>The Committee will convene to consider the following items:</i>		
2	To discuss any matters arising from the minutes of the last meeting (already agreed through Full Council).	None.
3	To consider the budget monitor and any virements needed	<p>The budget monitor was noted.</p> <p>A virement of £600 from 2106 (Tourism) to 7505 (Tourism Community Budget) was AGREED to balance the figures.</p> <p>It was RECOMMENDED to Full Council that the remaining balance at year end for the Arts and Neighbourhood Plan budgets should be carried forward and added to the 18/19 allocation.</p> <p>NP estimated carry forward £6167 (added to £6350 allocation) = £12517 Arts estimated carry forward = £2841 (add to £3000 allocation) = £5841</p>
4	To note an update on the Civic Hall office space refurbishment	The update was noted. The Tourist Information space is due to open on Tuesday 10 th April 2018.
5	To consider an application to SHDC for Section 106 monies for Market Square improvements	It was AGREED that the Town Clerk should proceed with an application to SHDC for £15,000 funding towards the Market Square improvements project.
6	To note the external decoration of the Eastgate	This was noted.
7	To review any NP expenditure proposed	No proposed expenditure for consideration.
8	To consider security improvements to the Guildhall and Civic Hall and how to fund them.	<p>The Town Clerk is currently getting a second quote for CCTV and will proceed with installation up to the agreed figure of £3,000.</p> <p>It was AGREED that a safe was not required and that cash and valuables should be stored in the secure office space available.</p>
9	To consider access to the Guildhall for tours out of season	It was RECOMMENDED to Full Council that an out of season charge of £25 hourly would be implemented for group tours, at the discretion of staff members depending on other commitments and bookings.

10	To note the date of the next meeting: Monday 23 RD April 2018 at 2pm	
<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>		
11	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees)	These were noted and AGREED.
12	To consider a confidential matter (confidential as could become a legal dispute)	Cllr M Adams postponed this item. No discussion on the matter was held.

Catherine Marlton
Town Clerk

**MINUTES OF THE TOTNES NEIGHBOURHOOD PLAN TASK AND FINISH GROUP
MONDAY 26th March 2018 AT THE GUILDHALL TOTNES**

Present: Councillors R Adams (Chair), R Hendriksen, P Paine, J Westacott MBE; SHDC Cllr J Birch; Cllr.G Allen, C Allford, L Cowling, A Garner, Cllr. Simms, S Lambert and C Watson. As
Apologies: S Jones, M. Adams, M. Parker

No	Subject	Comments
1	To receive any apologies.	Apologies were received from Steve Jones, M. Adams, M. Parker
2	To address any actions arising from the meeting on 19 th march 2018.	<p>The minutes were agreed. Matters arising:</p> <p>Item 3 – point 3 JB reported back on his meeting with S. Hams and the following points noted, the 106 report has been circulated</p> <p>Item 3- point 6 Justification and support text of the present NP</p> <ul style="list-style-type: none"> a. Too many policies - reduction needed b. Duplication of JLP policies need to be removed c. Positive policies only to be included d. Affordable housing is a JLP policy but it is subject to review so affordable housing can go in the NP e. Remove the phrase 'community led master plan' as it is open to abuse <p>A.S -had requested the Air Quality plan but it will not be available until October.</p> <p>S.Hams reiterated their commitment to review any policies put forward in future drafts of the Plan</p> <p>An email from Cllr Sweet regarding pedestrian safety on the Town Bridge was discussed and passed to the Transport and Parking sub group</p>
3	In light of the information from South Hams to discuss the lay out of the previous Draft NP and amendments	<p>It was decided that each sub group would look again at the policies</p> <p>JB agreed to do a final check of policies to be sure they are not repeated in the JLP</p> <p>After the policies are in place the narrative that accompanied the policy can be either amended or deleted</p> <p>The NP Task and Finish Group will meet to match the narrative to the aims of the Plan</p>
4	To confirm a time line for when the NP document will be ready for the final consultation	<p>Some sub groups were further ahead than others so an eight week period has been agreed to finish off all sub group work.</p> <p>This will be followed by four weeks for in house re writing</p> <p>Followed by a consultation event where the draft Plan is open to public comment and scrutiny this will be in July</p> <p>Cllr A.Simms asked that it be noted that the Task and Finish Group started work in January and so it would be unreasonable to expect the updated plan to be available at once. There is more work to do to give Totnes a NP which would be acceptable to the</p>

		community at referendum but that it will be done in a timely manner.
5	Request from Harberton Ford NP	A meeting has been requested between Harberton Ford NP group and Totnes NP group. This was welcomed and a date is to be arranged.
6	To note the date if the next meeting :	Monday 23 rd April 6.30 in the Guildhall

RE: Voting is now open for mandated voluntary sector representatives for three Devon county-wide strategic partnerships.

As a voluntary sector organisation providing services in Devon, you are eligible to vote for who will be your next Voluntary Voice Representatives.

The Voluntary Voice programme is one of the ways the voice of our sector is heard. It is important to have the right people representing you at the strategic partnerships, so make your vote count.

Each organisation in Devon has one vote per partnership.

To cast your vote please read the supporting statements of the potential representatives to help you decide which are available at www.devonva.org/elections18

This election is for representatives for the following strategic partnerships:

- Devon Strategic Partnership
- Provider Engagement Network
- Joint Strategic Needs Assessment Steering Group

Voting closes on Sunday 15th April 2018.

Cast your vote at <https://www.surveymonkey.co.uk/r/VoluntaryVoice2018>

Lead and Deputy Representatives will be elected for the following three partnerships:

Devon Strategic Partnership (DSP)



The DSP is a Local Strategic Partnership whose focus is on delivering real improvements to the issues that matter the most to the people of Devon. A representative from VCS is invited to attend when there are relevant items on the agenda; whilst they are not a permanent member of the board, in practice they are invited to each meeting (three times a year). For more information on Devon Strategic Partnership click [here](#).

Provider Engagement Network (PEN)



Devon County Council and the two Clinical Commissioning Groups, are committed to engaging and working collaboratively with all of Devon's Health and Social Care Market. The aim is to work together to find creative solutions to old problems, to develop working partnerships and a solution focussed approach to problem solving.

The Provider Engagement Network is a vehicle through which Devon County Council (Adult Community Services) communicates with and consults providers, from both the private and voluntary & community sectors. Details can be found on the PEN website [here](#).

Elected PEN Co-Chairs represent their sector at the County Strategic Planning Group twice a year and support engagement with the wider network around specific pieces of work that are current at any given time. The County Strategic Planning Group discusses a range of strategic issues around commissioning, procurement, quality, regulation and workforce.

Joint Strategic Needs Assessment (JSNA) Steering and Development Group

A Joint Strategic Needs Assessment (JSNA) looks at the current and future health and care needs of local populations to inform and guide the planning and commissioning (buying) of health, well-being and social care services within a local authority area.

The JSNA Steering and Development Group will oversee the production and development of Devon's joint strategic needs assessment and its supporting documents and that is developed in line with national requirements to inform the commissioning process.

For more information on the JSNA click [here](#).

Supporting Statements for 2018 Elections:

Voluntary Voice Elections 2018

As more than one Expression of Interest has been received for the representative opportunities at three Strategic Partnerships, Voluntary Voice is running a full election following the prescribed procedures. Each VCS group in Devon will have one vote for each opportunity in the election.

To cast your organisation's vote please read the accompanying supporting statements below and vote at www.surveymonkey.com/r/voluntaryvoiceelections2015

Devon Strategic Partnership (DSP)

Diana Crump – Living Options Devon

A strategic thinker with a proven track record of representing Devon's VCSE on the DSP Board for the past four years. As CEO of a medium sized locally based disability charity (Living Options Devon) I fully understand the enormous pressure everyone in the sector is under, and really do empathise with the challenges we all face.

Achievements to date include:

- successfully campaigning to become a full voting member of the DSP Board (previously the VCSE representative had no voting rights);

- negotiating a collective VCSE statement inserted in DCC's Community Strategy thus ensuring the VCSE is acknowledged as a key player in this important initiative;

- leading the last four DSP conferences engaging fully with the VCSE to ensure that our senior leaders were fully involved as key note speakers, facilitators, stall holders and participants. The topics chosen were as a direct result of feedback from colleagues from across the sector. The most recent conference entitled Welfare, Work and wellbeing resulted in a meeting of the DSP being convened especially to discuss the recommendations.

If successful in this EOI, I would continue to ensure that all voices within the sector are heard through:

- recognising that the sector is an eclectic mix of many views and perspectives

- attending every meeting and fully support the Deputy DSP Rep.

- always consult infrastructure and other VCSE prior to each meeting and conference

- Feedback to the wider sector through concise, clear and timely reports that can be posted on the Voluntary Voice website.

Bruce Watt – Teignmouth Probus Club

Supporting Statements for 2018 Elections:

I am the Secretary of the Teignmouth Probus Club, whose members are retired business and professional men living in the Teignmouth and Shaldon area.

Julie Wildman – Devon Memory Café Consortium

At present, apart from being a Trustee of Devon Memory Café Consortium, I am a Trustee of Tavistock Memory Café and past Chairman. I belong to the Health Alliance in Tavistock organised by CVS and am on the Steering Group for the Tavistock Dementia Alliance.

I am also a lead Carer Ambassador for Devon County Council and am a Carer representative on the DCC Carers Strategy Board. I also am a member of the Joint Engagement Forum and a member of one of its subgroups- the Commissioning Involvement Group and have on occasions attended the Health and Wellbeing Board on the JEF's behalf.

I also am a member of the Advisory Group for Dementia at Derriford Hospital.

Provider Engagement Network

Nora Corkery – Devon Communities Together

I have over 32 years' experience in the VCSE sector, 26 in Devon (22 years at Citizens Advice, including 12 years managing Devon Welfare Rights Unit and 3 years as Head of Business Opportunities at Devon Communities Together). I have been an elected representative for the past 7 years and am enthusiastic about continuing to contribute.

I have considerable experience of sitting on a broad range of strategic partnership groups at national, regional and county levels. I am a strategist and personally committed to the promotion of the social value impact of our diverse sector in emerging community – based health & wellbeing strategy & service development.

I am acutely aware of the challenges currently facing our sector and beneficiaries through public sector cuts and rapidly shifting commissioning/ procurement landscapes. Given the opportunity, I will continue to work to represent the sector to the best of my ability to ensure that our value & potential is promoted and recognised.

I co-managed the Devon Adult Care Service Joint Finance and Benefits Team for 12 years and have designed and delivered social care training for the Citizens Advice Service nationally. I have a broad understanding of the role of the VCSE sector in the emergent health and social care market and believe that local communities have a vital role to play in supporting people to live independently in their own homes for longer. I also facilitate the Devon Open Data working Group, focusing on harnessing the benefits of open data for Devon's communities.

Supporting Statements for 2018 Elections:

Charlotte Hanson – Action East Devon

- Chief Executive of Action East Devon (Charity specialising in communities and provider organisation in carers and young people's mental health services) and partner of Devon Voluntary Action.
- 19 years experience of working within the voluntary and community sector in Devon across a broad range of sub sectors – including health and care (older people, young people, carers), communities, social enterprise, women's enterprise and business support
- 17 years experience of representing the sector at a range of senior level partnerships at a Devon level.
- Sound understanding and practical experience of commissioning processes and views of the sector in relation to engagement with commissioning practice
- Track Record of harnessing representation opportunities to provoke partnership, new ways of working and to stimulate change
- Strong communication and partnership skills
- Sound knowledge and links with the sector East Devon and Devon-wide (through Devon Voluntary Action) to enable consultation with the sector and dissemination of key information through the Voluntary Voice process
- VCS Representative on East and Mid-Devon Community Safety Partnership
- Partner Lead for Devon Voluntary Action on Devon Engagement Service
- Safeguarding Lead at Action East Devon

Bruce Watt – Teignmouth Probus Club

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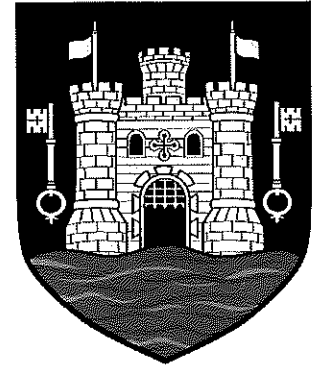
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I also am a member of the Advisory Group for Dementia at Derriford Hospital.

Totnes Civic Square

The Town Council and SHDC are working together to consult the community on improvements to the Civic Square. We are inviting all members of the community and users of the space in front of the Civic Hall to forward ideas to the Town Clerk at clerk@totnestowncouncil.gov.uk or by coming into the offices during opening hours. We are also running a drop in evening for those who work during the day or do not have access to email. **The closing date for comments is 2nd April 2018.**



The community will be asked to engage a second time once the design options have been received.

The consultation schedule will run as follows:

COMPLETE Monday 19th Feb Operations Committee - to consider the options on the square design works and to consider funds and staff time to be spent on the consultation process. This meeting will be open to the public.

COMPLETE Monday 5th March Full Council will consider the Ops recommendations/actions and note any details/comments made by Councillors and members of the community.

*COMPLETE Tuesday 20th March from 7pm - 8pm - drop in session hosted by the Town Council in the Guildhall for members of the public to express their views on surface options, street furniture, functionality, water fountain. The community will be asked to contribute ideas and comments until a closing date of **2nd April 2018**.*

W/B Monday 2nd April – Town Council collate feedback from the community.

Early April – Town Council apply for Section 106 monies from SHDC to increase the improvement project budget.

Monday 9th April – Town Council and SHDC to meet to review feedback and agree specification for design work. A competition will be held within the Harrison Sutton Partnership to produce a number of designs for consideration.

Deadline given of 17th May 2018 for submission.

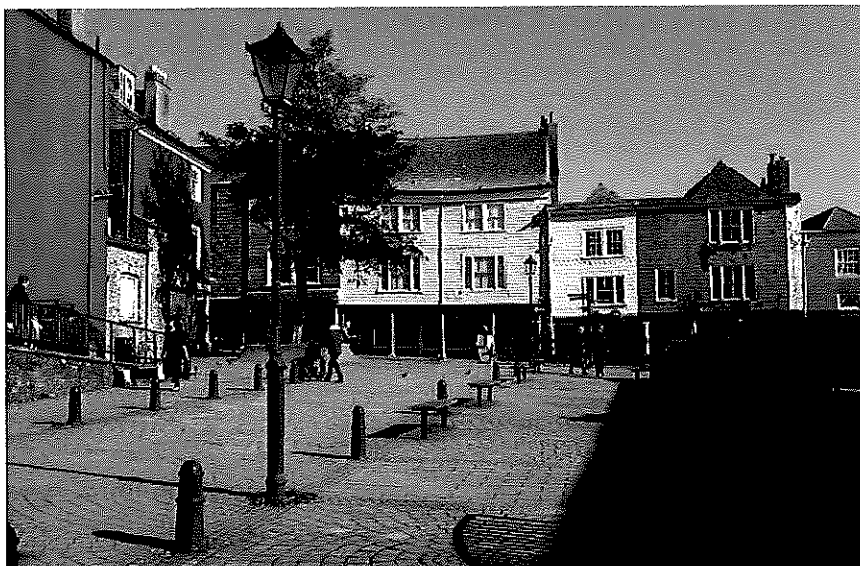
17th May 2018 – completion entries are received and circulated/published to all members and the community who are asked for feedback by survey and email. Designs put up in the Guildhall and Information Point for the consultation period. **Deadline for comment of 21st June 2018**

Monday 21st May 2018 - Operations Committee receive the designs and express their views.

Thursday 31st May 2018 at 6pm - Annual Town Council Meeting in the Civic Hall where the proposed designs are displayed and a comments box/sheet up.

Thursday 21st June 2018 - Town Council collate consultation responses on the design options.

Monday 2nd July 2018 Full Council - Town Council receives the collated survey/feedback information, an Operations Committee recommendation and an Officers report and votes on the preferred design.



From Tuesday 3rd July – early September 2018 – Winning design worked into final solution plus detailed specification provided by Architect.

Sunday 29th July 2018 – Winning design is displayed at the Totnes Show.

Mid September onwards - SHDC Tender process and ordering of surface materials (some with 12-15 week lead time). Town Council gets quotes based on the agreed design for works not covered by the SHDC.

Start Works January / February 2019.

TOTNES CIVIC SQUARE PUBLIC DROP-IN EVENT, 20TH MARCH 2018 – SUGGESTIONS RECEIVED

MATERIALS

- Natural stone (local) flagstones.
- Local stone ground covering x 2.
- 'Preform' thermoplastic allows a design(s) to be placed on an urban surface relatively cheaply and allows foot and vehicle traffic to pass without issue. This allows the size of the town square as a canvas simple or complex e.g. the Town Crest created on the surface.
- New style recycled plastic tarmac – the new thing. Eco, cheap.
- Maybe imprint would be okay and use bulk of the finance on covers e.g. like Covent Garden.
- Recycle surface or simply keep the surface at the front, use imprint.
- Be adventurous – if asphaltting use a coloured landscape – black for vehicular access [wavy road], green for the rest. It would take the linear feel of the space and would make drivers slow and fun for children
- Same surface as St Mary's proposed project please.
- Covering should be suitable for later extension over the High Street.
- If cannot replace cobbles (price!) concrete imprinted with cobble pattern would be a cheap option.
- Surface for rear parking to be different to front of Civic. High Street side should be welcoming for social use, even though access by vehicles.
- Make the undercroft below the Civic Hall less like a Birmingham crisis zone. Perhaps a different colour surface. And soften the columns.
- Colourful paving.
- Put the bike parking back.
- Can we recycle old surfacing?
- Lose bollards x 2.

TRAFFIC FLOW/SHARED SPACE

- Shared space is meandering, and car and pedestrian friendly. And pleases everyone.
- Suggestion of through traffic not in a straight line.
- Make [the area] traffic free.
- No through traffic (+ 1 'I agree')
- Whatever happened to shared space? How about tying all of this together – the whole High Street and Fore Street into a big European style shared space? Cars OK, Deliveries OK, Pedestrian OK.

SEATING

- Seating when the market is on (often the stalls cover the existing seating).
- Removable benches and benches around planters.
- Keep seating x 2.
- Very limited seating.
- Sheltered seating.
- Some seating essential for 'al fresco' dining during good food markets.
- More comfortable, user-friendly colourful seating, arrangements facing each other.
- Inward facing, covered seating for eating, meeting.
- Al fresco dining e.g. food market.

PERFORMANCE SPACE

- The square is crying out for a clear space for events with seating and anything else only at the perimeter.

- Could space be used for outdoor events? Pop-up theatre, etc.
- Performance space. Band stand.
- Lots of power points for performance.
- Power for a stage.
- A stage.
- Speakers corner?

TREES/PLANTS

- Trees x .
- Some planters x 3.
- Small trees in pots.
- Lots more greenery and trees.
- Planters should be encouraged to break up rectangle shape – ably managed by Totnes Gardens.
- Take away all planters.
- The walls of the ‘ramp’ to the Civic Hall and the new stairs possibly, can have a green hedge. Evergreen planting to both soften the hard landscaping, hinder graffiti, and absorb noise.

CONSULTATION

- Please allow consultation on brief to architects x 2.
- Inadequate consultation in such an important space.

RECREATION

- Giant chess.
- Table tennis tables – moveable.
- It needs to be remembered that it is a market square rather than a park – play equipment is completely inappropriate – traffic goes through.
- Please incorporate small items of play equipment for children.

OTHER

- Drinking fountain that you would re-fill water bottles from.
- Drinking fountain – I agree.
- Yes to a drinking fountain – a beautiful one.
- Space for the share shed.
- Sculpture.
- Separated recycling litter bins

CIVIC HALL

- A new balcony across the front of the Civic Hall front (and possibly rear too) accessed from the ramp and covered by an extension of the roof.
- Remove the steps and just use the ramp and balcony to reach the Totnes school and other front doors.
- Clad, reshape, decorate or otherwise soften those concrete pillars that support the Civic Hall.