

AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 3rd DECEMBER 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 3rd December 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><i>The Council will convene.</i></p>	<p>a) Cllr Green b) Cllr Vint c) Cllr Hodgson</p>
4	<p>To approve and sign the Minutes of the following Meetings: (Please note confidential minutes can be agreed but any discussion must be held in Part 2):</p> <p>a. Full Council 5th November 2018 b. Council Matters 12th November 2018 c. Town Matters 22nd November 2018</p>	Enclosures
5	<p>To consider any matters arising from the Minutes <u>and to approve any recommendations</u> from Committees (Please note confidential recommendations can be agreed but any discussion must be held in Part 2):</p> <p>a. Full Council 5th November 2018 b. Council Matters 12th November 2018 c. Town Matters 22nd November 2018</p>	Enclosures
6	To consider the draft designs for the Market Square and the 18/19 budget allocation for expenditure	Displayed at the meeting and budget enclosure
7	To ratify the appointment of the Civic Hall Caretaker	Verbal update Town Clerk

8	<p>To make a recommendation on the following planning application:</p> <p>1891/18/FUL - READVERTISEMENT (Revised Plans) External alterations to existing building including new cladding, windows and doors, new stairwell extension to the rear, new walkways and balconies. Parkers Barn, Parkers Way, Totnes, TQ9 5UF.</p> <p>The original application went to Town Matters on 19 Jul and the TTC recommendations was: Support. The Committee would seek assurances that the timber cladding meets building and fire regulation requirements.</p>	Documents are available to view online:
9	<p>To consider a motion from Cllr J Hodgson:</p> <p>I propose Totnes Town Council declares a Climate Emergency.</p>	Enclosure
10	<p>To consider an updated project plan and 18/19 budget allocation for the Neighbourhood Plan. 2019/20 expenditure will be discussed through the precept setting process.</p>	Cllr A Simms and enclosure
11	<p>To consider the decision of the SHDC Executive to install pay on entry in all three Town toilets – Market Square, Coronation Road and Steamer Quay</p>	Enclosure
12	<p>To note the date of the next meeting: Monday 7th January 2019 at 7pm in <u>The Masonic Hall</u></p>	

Catherine Marlton


Town Clerk

District Councillor's Monthly Report November 2018

John Green, SHDC Councillor for Totnes

Prospective Candidate Evening for potential District, Town and Parish Councillors

Anyone who is considering standing for election as a District, Town or Parish Councillor, or wishes to find out more about the role, is invited to a Prospective Candidate Evening at Follaton House on Wednesday 30th January 2019. Copies of the Induction Programme for new SHDC Councillors and key meeting dates following the election will be made available. The session runs from 6.30pm – 8.00pm. I would encourage anyone who wants to influence the decision making at SHDC to attend and consider standing for election either in Totnes or one of the other districts.

The deadline for receipt of nominations for the elections on Thursday 2nd May is Wednesday 3rd April 2019 at 4.00pm.

I've submitted the following Motion to the SHDC Full Council meeting on 6th December:

"This Council:

- *welcomes the steps taken in Parliament to encourage more women and a greater diversity of people to become involved in politics,*
- *recognises the importance of Councillors on South Hams District Council coming from a wide diversity of backgrounds,*
- *accepts that the present low level of the allowances made to Councillors could act as a barrier to some groups of people deciding to stand for election.*

Therefore from May 2019 the basic allowance given to Councillors will be set at £10,000 per year, rising annually by the Retail Price Index."

Public toilets in Totnes

Pay on Entry systems will be installed on the public toilets in the Market Square and on Coronation Road. The entrance price will be 20p.

Whilst the Executive at SHDC has also agreed to install Pay on Entry at the toilets on Steamer Quay, I have been informed that if the Town Council wishes to make a proposal for these toilets immediately following its Full Council meeting in December, this will be considered. One option would be to pay all of the income which SHDC anticipates it will receive from the Pay on Entry system (£6,400/year), or perhaps a proportion of this amount given that there is a substantial cost to installing the system. Alternatively, proposals for raising additional revenue for SHDC from the adjoining car park might also be considered.

Waste collection contract

At the Full Council meeting in December, SHDC will decide whether to outsource its waste collection services to an outside contractor from April 2019.

Monitoring planning conditions

It is recognised that at present SHDC Officers do not have the capacity to monitor the implementation of environmental mitigation measures that are specified as conditions in planning approvals. The requirement for mitigation measures being put in place is often fundamental to Councillors giving approval for developments and there is concern that without a significant increase in monitoring, many mitigation measures will not be implemented. Therefore I've submitted a Motion to the SHDC Council for it to recruit a full time Officer to be responsible for checking on the implementation of environmental mitigation conditions specified in planning approvals and helping to enforce compliance. This will be voted on at the Full Council meeting on 6th December.

ROBERT VINT
SHDC Member for Totnes

DISTRICT COUNCILLOR'S REPORT TO TOTNES TOWN COUNCIL
Meeting of 3rd December 2018 (written 27th Nov)

1. Key Meetings Attended

- Mon 5th Nov. SHDC Planning - Site Inspections**
- Wed 7th Nov. SHDC Planning - Development Management Meeting**
- Fri 9th Oct. Skatepark Bid Evaluation**
- Mon 12th Nov. Skatepark Bid Evaluation (contd)**
- Wed 14th Nov. Joint Local Plan Update Briefing for Cllrs**
- Sun 18th Nov. Official opening of Suzie's Gate in Leechwell Garden**
- Tue 20th Oct. Travel Plan Partnership Meeting**
- Thu 22nd Oct. SHDC Executive Meeting**

2. Issues

PLANNING

A planning decision on the application for redevelopment of **buildings to the rear of 18, Bridgetown** was postponed to enable a site visit.

An **appeal** against the Council's **refusal** in August of an application for development at **Bowden Reservoir, Fishchower's Lane** has been **dismissed**.

CONVERSION OF PUBLIC LOOS TO PAY TO ENTER

Just prior to the Executive Meeting the District Councillors for Totnes and the Town Clerk were informed that it was proposed that a third loo – at Steamer Quay – was now earmarked for conversion to **pay to enter**. Local businesses have expressed concern about this proposal. I and other councillors for Totnes objected at the Executive Meeting that there has been inadequate time for consultation and the Opposition councillors have now called the decision in for investigation by the Overview and Scrutiny Committee.

Key Issues Devon County Council

Children's Services: At the Children's Scrutiny meeting on 26.11.18 officers presented reports on the challenges they work with delivering these services with rising demand and more referrals in a climate of austerity. Although the department works within a budget, it is forecast to overrun by over £9.9M by the end of the financial year (April'19).

This includes £6.5M overspend in **Children's Social Care**. Placements continue to be the main budget pressure, plus Disabled Children's short breaks, staffing and the Atkinson Secure Children's Home. £1M of expenditure relates to an agreed Service Improvement Plan. The level of need for Children's Services has continued to rise, there simply isn't enough of the right provision for children who have very complex needs. (2 years ago DCC had 38 children Looked After in residential placements at a cost of £6.2M, in 2018/19 DCC are forecasting this will rise to 55 children Looked After at a cost of £11.7M, i.e. a 45% increase and an almost 100% increase in costs. There is a similar report from supported accommodation for 16+, where costs have increased from £2.7M to £6.1M, an increase of 126%.

Education & Early Help: Education budgets are split between 2 funding streams; the **General Fund** which covers the majority of the statutory responsibilities including transport, and the **Dedicated Schools Grant (DSG)** which (is ring-fenced) provides funding for schools, early years settings and children with special needs. The General Fund is anticipating a small overspend, which will balance by the end of the year if the expected additional fund from central government is allocated. The transport budget remains the highest risk as transport costs within the large rural county are significantly higher than urban areas; this has been made more difficult by rising inflation costs. The overspend anticipated is £171,000 which includes efficiencies that are putting increased pressures on staff. The Dedicated Schools Grant has faced an exponential rise in the number of children with Education, Health and Care (EHC) Plans which has not been matched with additional funding. There has also been a 23% rise in the volume of learners in the independent sector from 2016-2018, leading to a £2.3M increase in costs. Special school investment over the past 3 years has seen the number of Maintained Special School Places increase by 18.7%. Overall these increases have amounted to a DSG projected overspend of £3.2M for this year.

At the **Children's Scrutiny workshop** Councillors were presented with the THRIVE model of combining social and health care for children. The focus is on safety over and above other elements of care and treatment and includes greater emphasis on how to get young people and communities build on their own strengths. Dartington Social Research Unit carried out an investigation into 6,000 children around the Bay. This study showed that the main investment of funding needs to be in high end care for both consequences and treatment, as well as prevention. Questions were raised about the transition at age 16 from children to adult services, investment is now being made into this period to ensure continuity. 2 on-line resources were discussed: You Tube clip: Joe's Story: <https://www.youtube.com/watch?v=zNw-qbhgr9i&t=81s> Public Health England paper: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/575632/Mental_health_of_children_in_England.pdf

Devon Flood Risk Management Strategy Update. The Flood and Coastal Risk Management team are interested in suggestions for new areas that b potential candidates for future Natural Flood Management (NFM) schemes. Additionally, DCC are currently building a base of NFM projects across Devon and would welcome information about projects that could be added to this database. They offer advice on best practice to reduce flood risk on land. More at this link: <https://new.devon.gov.uk/floodriskmanagement/local-flood-risk-management-strategy/>

LOCAL MATTERS

South Hams HATOC meeting 23.11.18

A site visit was held in Dartington for the Committee prior to the committee meeting. HATOC Members met with Parish Councillors, Highways Officers and myself to go through a number of local measures that had been drawn together to be considered on a village centre basis around the Shinnars Bridge roundabout:

- o New Pedestrian Crossing crossing over A385 between Origins and the Post Office
- o Relocation of inaccessible bus stop on roundabout
- o Increased visibility through art works on small roundabout at Origins / Higher Tweedmill
- o Repainting of white line to demark pedestrian walking space on Cott Road
- o Need for reduced speeds and rat runners on rural back roads; request for traffic calming measures and Quiet Lane status
- o Request for 20mph speeds on rural roads and all main roads passing through village centre
- o Request for Residents' parking 'mini' scheme for Shinnars Bridge and Speedwell Cottages in Cott Road (due to extremely wet weather conditions the planned tour of viewing points and places was abandoned)

Outcomes of SH HATOC Meeting – items relevant to Totnes & Dartington division

- **Pedestrian Crossing with pedestrian lights at A381/Plymouth Road traffic lights – north side.** Residents from The Paige Adams / Colla Park/ Follaton area of Totnes presented a petition requesting pedestrian crossing and lights at this busy junction. This would enable pedestrians who use the footpath that leads to the A381, particularly children and families walking to school to cross safely to town and back. The mother of a boy who was hit at this junction a few weeks ago also spoke at the meeting. It was agreed that this would be looked at by officers and brought back to next SH HATOC.
- **Residents' Parking scheme at Gidley's Meadow Dartington.** Further to a survey I personally carried out in Gidley's Meadow Dartington in response to requests from residents, I requested a Resident's parking scheme to be implemented there. 62% of the households surveyed responded, with 72% of those saying they would like a residents parking scheme. Many of the respondents complained about parking from the various businesses at the Webbers Yard and Lascaze employment centres adjacent. This was not considered a priority, but could be looked into.
- **Totnes Rainbow Crossing.** Highways officers reported on a site meeting they had held with Totnes Rainbow Crossing Action Group and myself in October. They had discussed various options for sites and due to safety concerns regarding confusion for drivers and pedestrian regarding the legal status of a multi-coloured pedestrian crossing, which would not conform with current highways specifications, they had recommended the use of Totnes Civic Square as a suitable site. I reported to the meeting that further to this, discussion with the Town Clerk had raised concerns regarding new plans underway to refurbish the Civic Square where a rainbow might jar with the proposed designs and therefore the group had subsequently considered the 26m of High Street adjacent to the Civic Square for a wavy line rainbow crossing / art work could be more suitable and potentially acceptable regarding safety as the traffic is slower there. Concerns regarding safety on the highway were further raised by the committee who agreed that the Civic Square was the best site option.
- **Littlehempston – Totnes Cycle & Pedestrian route.** Highways officers reported back on correspondence they had had with South Devon Railway which had stated that their trustees would not meet with DCC officers, Councillors or parish Councillors to discuss the route that would involve the bridge that went over the River Dart that they own and use for access to their SDR Station at Totnes. It was outlined at the meeting between myself and Clir Jonathan Hawkins (who represents Littlehempston), that this would be a priority measure to reduce traffic on the A385 in Totnes. James Kershaw, Environmental Health Officer for SHDC explained that funding is available from the A385 Air Quality Management Action Plan for Totnes that could contribute to the costs. A meeting had therefore been set up for January for Councillors to meeting with Highways Officers, Parish Councillors and to which Meg Booth, Director of Services at DCC for Infrastructure had been invited to attend and try to decide a way forward.
- **SHDC Air Quality Management Action Plan.** James Kershaw, SHDC Env Health Officer reported back on discussions about the Totnes Air Quality Action Plan. He informed the committee of the new Totnes Travel Partnership and said he would be delaying final publication of this Action Plan until next April to allow time for Totnes TC and the new partnership to review the schedule of transport schemes so that they could be prioritised and where appropriate supported with A385 funding.
- **Dartington Site Visit Report.** A member of Dartington Parish Council outlined the issues that had been discussed earlier at the site visit and presented the traffic survey that volunteers in dartington had carried out with the Parish Council. This confirmed the high level of 'Rat Runners' cutting through Cott Road to avoid the A385 congestion. DCC Officers responded with the outcomes of traffic surveys they had carried out which broadly agreed with the PC findings and showed that about 25% of vehicles from the A385 cut through Cott Road. The Chairman confirmed the following had been proposed:
 - Funding would be sought for the Pedestrian crossing between Origins and the Post Office
 - The white line on Cott Road for pedestrians would be painted by DCC – at their expense
 - Narrow art work can be installed on the roundabout between Origins & Webbers Yard – at PC expense
 - Signage to direct traffic to select lane at Shidders Bridge roundabout from Totnes (to help pedestrians) would be installed
 - A Residents' parking scheme for 6 cottages at Cott Road as requested would be drawn up.
 - 20mph could be looked at once the DCC Task Group had reported back (due next Spring)
 - Traffic calming could be looked at Longcause where it tends to speed up.
 - A letter would be sent to Dartington Hall Trust regarding their offer to provide a safe pedestrian link from their shops to the bus stop on the roundabout
 - Quiet Lanes are not supported by DCC and are therefore not a legal entity on the public highway
 - Dartington had been prioritised for funding for Traffic Management improvements, this would be discussed next year but could include signage and structures to indicate entry to a rural village centre and would assist with reducing traffic speeds and improving safety.

A member of the public in attendance requested that a pedestrian crossing at Huxhams Cross to link the bus stops with the residents across the busy A384 was needed for public safety. It was agreed that this would be looked into.

I informed the Chairman that **Harberton Parish Council** had requested a similar village centre approach to pedestrian safety and traffic management would be welcome in Harberton Village Centre too.

Attendance at meetings etc. as elected public representative:

Sat 27 th Oct.	Parking Survey at Gidley's Meadow – door to door
Sun 28 th Oct.	Totnes TC Arts event – great fun
Mon 29 th Oct.	Meeting with Proud2be to discuss Rainbow Crossing project
30 th - 31 st Oct.	NALC Conference – I attended workshops on Partnership Working & Tree Planting
Thurs 1 st Nov.	Berry Pomeroy PC meeting
Sat 3 rd Nov.	Public consultation event at Dartington for Joint Local Plan and monitoring information about the Mobile Phone Mast in Dartington. Well attended.
Mon 5 th Nov.	Totnes Town Council meeting
Thurs 8 th Nov.	Dartington Neighbourhood Plan – Community Charter meeting Market Place Ministries Community celebration
Fri 9 th Nov.	Skatepark tenders evaluation (p1) with Totnes Skatepark group and SHDC procurement Officers Formal launch of Young Devon Youth Café at no 3 Fore Street.
Mon 12 th Nov.	Skatepark tenders evaluation (p2) with Totnes Skatepark group and SHDC procurement Officers South Devon Refugee Support Network meeting
Weds 14 th Nov.	Dartington PC meeting
Thurs 15 th Nov.	Meeting with Dartington P.Cllrs to discuss SH HATOC site meeting SHDC National Planning Policy Framework (NPPF) workshop on changes to this legislation
17 th -18 th Nov.	TTT Film Festival in Totnes – very inspiring & well attended
Mon 19 th Nov.	Totnes Neighbourhood Plan meeting
Tues 20 th Nov.	Totnes Travel Partnership meeting Putting South Devon on the United Nations Education for Sustainable Futures map - Roundtable meeting to discuss.
Weds 21 st Nov.	DCC 20mph Speed Limits Task Group Meeting with Proud2be to discuss Rainbow Crossing project Totnes Women's Voices project – Premiere of audio visual presentation
Fri 23 rd Nov.	South Hams HATOC – see report above
Sat 24 th Nov.	Dartington Community event with stalls on Planning & Joint Local Plan (JLP) Totnes Sharefest with Network of Wellbeing community event – excellent
Mon 26 th Nov.	DCC Children's Scrutiny Masterclass / workshop DCC Children's Scrutiny meeting – see report above Dartington Neighbourhood Plan – Steering Group meeting
Tues 27 th Nov.	Meeting with Proud2be to discuss Rainbow Crossing project
Diary Dates: Thurs 6 th December	2.15pm DCC Full Council Meeting

DCC Public Consultation:

Devon School Admissions and Transport Consultation

A public consultation is currently being held by Devon County Council between now and 4 January 2019. This covers the following:

2020-21 Devon Normal Round Co-ordinated Admissions Scheme

2019-20 Devon In-Year Co-ordinated Admissions Scheme

2020-21 Devon Education Transport Policy Pre-16 and post-16

2020-21 individual schools admissions policies for state-funded schools and academies in Devon County Council's area and including some academies in Plymouth and Torbay's council areas.

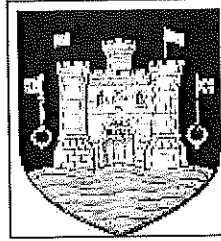
This is the annual opportunity for parents, other schools, Early Years settings and the local communities to review the admissions arrangements that are proposed and to comment on them, making suggestions for change.

The local authority policies are at <http://devon.cc/lapolicies> which also contains the existing policies for 2018 and 2019 and the schools policies are at <http://devon.cc/schoolpolicy>

The consultation is hosted at <https://new.devon.gov.uk/educationandfamilies/school-information/apply-for-a-school-place/arrangements-and-policies/2020-21-admissions-policies-consultation>

It ends on 4 January 2019 and all policies must then be determined by the end of February.

If you have any questions or suggestions, please do not hesitate to contact DCC, using this email address: schoolsadmissionpolicy-mailbox@devon.gov.uk



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

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

Apologies: Councillors Sermon, Parker and R Adams.

In Attendance: Catherine Marlton (Town Clerk), Christina Bewley (minutes), Peter Bethel (Town Sergeant), District Councillor Birch, District Councillor Green, Soundart Radio x 1, Press x 1, and 22 members of the public.

No	Subject	Comments
1	To receive apologies.	Apologies were given by Councillors Sermon, Parker and R Adams. 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.	None.
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 spoke in objection to any building on the town's carparks by SHDC and asked that the Town Council draws up a statement with the Central Totnes Supporters Group to oppose any plans.</p> <p>A member of the public asked for the Council's support for a motion to halt the roll out of Universal Credit.</p> <p>A member of the public and volunteer at a local charity that gives advice on benefits spoke in support of the motion to halt the roll out of Universal Credit.</p> <p>A member of the public asked why it was being proposed to wait until after the local elections in May for SHDC to publish their draft report on plans for the carparks. The Clerk explained that due to the period of purdah before elections, it would be sensible to run a consultation on any proposals after the elections.</p> <p>A member of the public asked for copies of the legal documentation associated with the carpark. The Mayor advised to contact the Clerk.</p> <p>a) District Councillor Birch provided a written report. He advised that an agreement has now been reached on the Sunday Market and it will be continuing. He read out an e-mail he has sent to the leader of SHDC</p>

DRAFT

The Council will convene.

regarding the carparks and asking for full disclosure of the contents of any meetings and plans. Plans do exist which Cllr Birch, Cllr Vint and Cllr Green have seen but they are not allowed to make public. He has asked that they are made public.
The Clerk advised that any decision making will be the responsibility of SHDC Executive and proposals would also have to go through the SHDC Planning Committee.

b) District Councillor Green provided a written report. He expressed support for the motion to halt the roll out of Universal Credit, or suggested members of the public could offer to be test cases for SHDC to help through the process and assess the problems encountered.
Cllr Green confirmed that SHDC are not interested in going ahead with any development proposals for the carparks without the town's support. He does not believe there is any financial incentive in it for SHDC.

c) District Councillor Vint provided a written report. SHDC are looking at income-generating streams to help their budget position. The Town Council should put forward ideas to avoid SHDC choosing unpopular options like increasing parking charges.
Cllr Vint confirmed that SHDC have some shared services with West Devon but the budgets are not linked.

d) County Councillor Hodgson provided a written report. She highlighted her request in the report for 4 hrs of admin support per month from January to June 2019 for the Green Travel Plan. It was agreed that this request would be considered by the Council Matters Committee.
Cllr Hodgson has met with Proud2Be who are looking for a suitable site to put a rainbow crossing in the town and would like an indication of whether the town would be in favour of the idea. It was agreed to refer this to the Town Matters Committee.

4 To approve and sign the Minutes of the following Meetings:
(Please note confidential minutes can be agreed but any discussion must be held in Part 2):

- a. Full Council 1st October 2018
- b. Council Matters 8th October 2018
- c. Town Matters 18th October 2018

It was **RESOLVED** to approve and sign the Minutes of the following meetings :

- a. Full Council 1st October 2018
- b. Council Matters 8th October 2018
- c. Town Matters 18th October 2018

5 To consider any matters arising from the Minutes and to approve any recommendations from Committees
(Please note confidential recommendations can be agreed but any discussion must be held in Part 2):

- a. Full Council 1st October 2018
- b. Council Matters 8th October 2018

The following matters arose:

- a. Full Council 1st October 2018

Item 5, c. Item10 – no response has been received from the Rugby Club yet.

	<p>c. <u>Town Matters 18th October 2018</u></p>	<p>Item 7 – Cllr Sweett temporarily rescinded her resignation.</p> <p>b. <u>Council Matters 8th October 2018</u></p> <p>Item 5 – It was RESOLVED to accept the recommendation.</p> <p>Item 10 - It was RESOLVED to accept the recommendation.</p> <p>Item 14 - It was RESOLVED to accept the recommendation.</p> <p>Item 18 - It was RESOLVED to accept the recommendation.</p> <p>c. <u>Town Matters 18th October 2018</u></p> <p>Item 7 – An amendment to the recommendation was proposed that prior to the elections in May the Public Engagement Policy is reviewed. it was RESOLVED to accept this amended recommendation.</p> <p>Item 8 - It was RESOLVED to accept the recommendation. The Clerk advised that the matter will need to be considered again at the Full Council meeting on 4th December because the concerns that have been raised have not been reflected in the proposal received today from SHDC.</p>
6	<p>An update from the Mayor regarding the SHDC asset strategy</p>	<p>The Mayor provided an update on the meeting held with SHDC. The Mayor and some Councillors selected by the Mayor attended the meeting as representatives of the Council because the SHDC did not want a meeting with all Councillors. The meeting was open and friendly with the suggested developments being suggestions only and not compulsory. A supermarket expressed an interest in the carpark site but it was dismissed as it was decided it could have an adverse effect on the town. Offices on Steamer Quay were suggested. SHDC had 3 suggested options for the carparks but would be pleased to hear about any alternative suggestions. They gave assurance that the Town's decision would be followed and that if it was decided no development should happen then they would use the funds elsewhere. Informal notes of the meeting were taken and are with the Administrator. The Clerk proposed that a statement is produced from the notes which could be shared publicly after Full Council approval.</p>
7	<p>To make a recommendation on the following planning application: 3376/18/LBC - Listed building consent for internal and external alterations and refurbishment of existing building to include repairs to existing windows and doors, internal refit, and the potential removal of existing render to replace with lime render. Bull Inn,</p>	<p>Councillors Vint & Hodgson declared an interest due to their memberships of the SHDC Planning Committee. There were no objections to the application.</p>

	High Street, Totnes, TQ9 5SN.	
8	To review link Councillor roles and membership of Working Groups	Totnes Traffic & Transport Forum – reinstate Cllr Sweett and add Cllr Allen Traffic and Transport – add Cllr Hendriksen KEVICC Foundation Governors – add Cllrs M Adams and Sweett Disability – add Cllr Webberley Totnes Chamber of Commerce – remove Cllr Allen and add Cllr Sweett Network of Wellbeing – add Cllr Allen Police and Crime Commissioner Advocate – following a vote it was agreed that Cllr Simms would take this role. The Clerk will clarify if it has to be a single point of contact or whether more Cllrs can be appointed as advocates if they wish to undertake the appointment process.
9	To note a motion from Cllr L Webberley <i>I would ask the Town Council to write to Sarah Wollaston M.P. to request that Esther Mcvey, Secretary of State for Work and Pensions to pause the full role out of universal credit whilst necessary amendments to it are made. Without the vital changes needed, it is highly likely that universal credit will have a significant, detrimental impact on our residents in Totnes and South Hams as a whole Esther Mcvey has herself acknowledged that many people will be at a financial loss as a result of their benefits being consolidated into one payment.</i>	A recorded vote was requested. It was unanimously RESOLVED to agree the motion with the amendment that the letter is sent to both Sarah Wollaston and Esther McVey with the amended wording below: <i>The Town Council will write to Sarah Wollaston M.P and Esther Mcvey, Secretary of State for Work and Pensions to pause the full role out of universal credit in Totnes and South Hams whilst necessary amendments to it are made. Without the vital changes needed, it is highly likely that universal credit will have a significant, detrimental impact on our residents. Esther Mcvey has herself acknowledged that many people will be at a financial loss as a result of their benefits being consolidated into one payment.</i>
10	To note the tree works to be undertaken on Coronation Road	The Clerk gave a verbal update which was noted.
11	To consider alternative accommodation for Full Council and committee meetings in January and February during remedial works	It was RESOLVED to use the Masonic Lodge for January and February 2019 – potentially longer if works over run.
12	To note an update from Council Venues and Arts Working Groups	The Clerk gave a verbal update. Arts Working Group: The Community Arts day was very well attended. Christmas lights switch-on coming up at the end of the month. Council Venues Working Group: Air circulation in the Civic Hall is an issue.
13	To note the amended Caretaker recruitment timetable	The closing date will be 20/11/18 and the interviews will be on 22/11/18. Post slightly restructure to out-of-hours and weekend working.
14	To consider an update on the Neighbourhood Plan and to review the terms of reference of the	Cllr Simms is creating a timeline for completing the Neighbourhood Plan. More information will be available soon. He will be available in the offices 2 days a week to talk about

	Task and Finish Group	<p>the Plan.</p> <p>Concerns were raised about the lack of information and out-dated information being on the NP website. Cllr Simms has identified some technical problems with the website.</p> <p>Cllr Hodgson has concerns that the Plan has not moved forward over the past year.</p> <p>The NP Committee are meeting with Dave Chapman tomorrow. Clerk has drafted a project plan and a budget to go to the NP meeting on 19th Nov. Discussions are being held with Landsmiths Associates about their work. Also with two local planning consultants to get indicative costs for some professional help. Once meetings have taken place, the NP Task & Finish Group will put the budgetary requirements to the Council Matters Committee and Full Council meeting for consideration.</p>
15	<p>To note the date of the next meeting: Monday 3rd December 2018 <i>(Paige Adams Trust beforehand at 6pm)</i> Please note that the usual Mayoral Christmas reception post December meeting will be held on Thursday 13th December 2018 instead.</p>	
<p><i>The Council 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></p>		
16	To consider tender submissions for Cemetery path works (commercially sensitive)	It was RESOLVED to agree the tender submission of £33520.
17	To consider a request to rescind a statement made at a previous Town Council meeting (legal implications)	The request was considered and it was RESOLVED to retract the audio recording with 1 abstention and 3 against.

Ended 9.30pm



Catherine Marlton
Town Clerk



DRAFT MINUTES FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 12TH NOVEMBER 2018 AT THE GUILDHALL TOTNES

Present: Councillor T Whitty, Cllr Simms, Cllr E Price, Cllr J Westacott MBE, Cllr P Paine, Cllr J Hodgson
 Apologies: Cllr R Adams, Cllr M Adams
 In Attendance: Catherine Marlton (Town Clerk), 1 member of the press, 2 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 received from Cllr R Adams and Cllr M Adams and these were AGREED .
	Public Question time	None.
2	To discuss any matters arising from the minutes of: a) Council Matters 8 th October 2018 (already agreed through Full Council)	No matters arising.
3	To consider the budget monitor and any virements needed.	The budget monitor was noted. No virements were actioned at this time.
4	To consider a list of possible public realm projects for 2019/20	The list was discussed at length. The importance of public realm improvements and the priority given to this by local residents through the community budgeting process was noted. It was AGREED that the Clerk would prioritise projects over several years and bring a rationalised list back through the budget setting process for consideration.
5	To consider the response to the SHDC request for the Town Council to take over some Totnes play parks	It was RECOMMENDED to Full Council that the Town Council does not take over responsibility for the 3 play areas offered by SHDC. Councillors were however very supportive of a one off capital investment of around £5,000 for the Collapark play area to help fund the upgrade of children's equipment.
6	To consider Cllr. Hodgson's request to provide 4 hours of admin support a month, to include holding the circulation contact data and coordinating the updating of the TC Traffic and Transport policy. This is for the interim period where the provision of the support from 106 monies is interrupted, due to the ending of the Green Travel Plan funding support from Follaton Oak to the start of funding from the delayed Baltic Wharf development. This is expected to be from January to June 2019.	It was RECOMMENDED to Full Council that an honorarium of up to £300 could be offered to the Traffic and Transport Group to cover interim administration costs. <i>Definition - Honorarium. An honorarium is an ex gratia payment, i.e., a payment made, without the giver recognising themselves as having any liability or legal obligation, to a person for his or her services in a volunteer capacity or for services for which fees are not traditionally required.</i>
7	To note the budget setting process: <ul style="list-style-type: none"> • December Council Matters – consider a draft proposed budget for 19/20, amend as required and recommend to Full Council • January Full Council – budget is consider and ratified. Precept is set. 	This was noted.
8	To review the Payments to Councillors Policy	It was RECOMMENDED to Full Council that the reviewed policy be adopted.
9	The date of the next meeting was noted: Monday 10th December 2018 at 7pm.	
The Committee will be asked to RESOLVE to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.		
10	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	These were AGREED .

11	To note the conclusion of the appraisal process and receive a general staff update.	The satisfactory conclusion of the annual appraisal process was noted.
12	To note the latest staff budget forecast	The staffing forecast was noted with a year end figure of £216500 less £8330 PA grant still to be paid to cover Civic Hall staffing costs.

Future meetings agenda items:

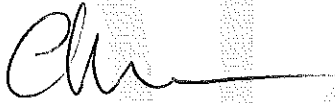
- Update Statement of Internal Control
- To review a summary of the required actions resulting from the Risk Assessment programme
- Grants Award Policy - December
- Investment options for general reserve – December
- To review various staffing policies – Capability Procedure, Dignity at Work Policy, Equal Opportunities Policy, Grievance Policy, Disciplinary Procedure, Managing Absence
- To note sick leave and overtime balances
- To consider asset remedial works –Museum Roof, Civic Hall

- To review the alarm provider
- To consider terms of reference for the IT contractor

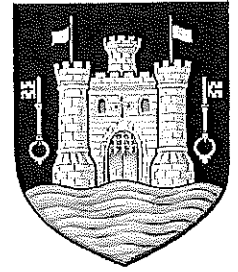
Committee Members – quorum is 5 members

- Cllr Whitty (Chair)
- Cllr Simms (Deputy)
- Cllr M Adams
- Cllr R Adams
- Cllr Sweett
- Cllr Price
- Cllr Westacott MBE
- Cllr Paine
- Cllr Hodgson

Catherine Marlton - Town Clerk



DRAFT



PAYMENTS TO COUNCILLORS

TOTNES TOWN COUNCIL

NOVEMBER 2018

This Policy outlines the occasions on which payments may be made to Town Councillors.

Background

The elected members of Totnes Town Council may receive an allowance in recognition of the time, work and costs involved in representing the people of Totnes. This allowance is not to be confused with expenses or with training and travel costs, all of which are defined below. Councillors must attend 75% of Full Council and committee meetings in order to qualify for this allowance. Councillors who start part way through the year will receive a pro rata allowance assuming they have attended 75% of the meetings as detailed above during their time. Co-opted Councillors are not eligible to receive this allowance.

Councillor Allowances

Councillors can claim a paid Basic Allowance each year. This relates to the work they do as local councillors in attending local and community meetings. The levels of allowance paid are agreed by South Hams District Council in accordance with national legislation.

The annual permitted allowance for members of Totnes Town Council is £378.75 and this is subject to taxation. The Mayor may be awarded twice that sum.

Town Councillors who are members of another local authority and who are entitled to an allowance from that authority should be guided by the Declaration of Interest Guidance in the Council's Code of Conduct.

Councillors Expenses

Councillors can reclaim a limited range of travel and other expenses they have paid out of their own pocket when they have had to travel out of the town or when they are out of pocket for some other approved reason such as childcare expenses to attend a meeting.

Councillor Training and Travel

Councillors can reclaim the cost of any approved training and the associated travel costs at the agreed rate per mile or fares paid.

Rates set by South Hams District Council

Parish Basic Allowance

The formula recommended by the Parish Remuneration Panel at its last meeting calculates an allowance based on a percentage of the district basic allowance (now fixed at £5,050 per annum) and the size of the electorate.

This has now been updated for 18/19 as follows:-

Electorate	% of District Basic Allowance	Amount per Councillor
5,001 – 10,000	7.5%	£378.75

Parish Allowance for Chairman / Mayor / Leader

If so minded to pay such an allowance, the view remains that an additional sum could be paid to a Chairman / Mayor / Leader of 1 x the parish basic allowance paid.

Travel, Subsistence and Dependants' Carers' Allowances

In respect of Travel, Subsistence and Dependants' Carers' Allowances, the view remains that these can be payable in line with the amounts paid to Members of South Hams District Council. The main rates are:

(a) Travel Allowances

- Car mileage can be paid at 45p per mile (in line with the HMRC advisory rate and automatically adjusted in the event that the HMRC adjust this rate);
- Motorcycle mileage can be paid at 24p per mile;
- A supplement of 5p per mile for each passenger carried can also be paid; and
- The actual amount incurred on any tolls, ferries or parking fees can be reimbursed.

(b) Subsistence Allowances

If a town or parish councillor is away from their usual place of residence for more than four hours, they can claim £5.00 towards their breakfast, lunch and/or evening meal.

(c) Dependants' Carers' Allowance

An allowance of up to £7.20 per hour may be claimed when a carer for a dependant has been engaged to enable a town/parish councillor to carry out town/parish council duties.

Totnes Town Council Protocol for the Civic Budget & Mayoral Allowance

All Civic and Mayoral spending will be limited to the agreed budgets over the course of the financial year, therefore pre planning of proposed events and larger commitments is essential. All major civic events should take place within the Council's financial year ending 31st March.

During the period from 1st April to 18th May a maximum spend of an amount equivalent to 1 ½ months of the allocated Civic Budget and Mayoral Allowance Budget for the financial year is allowed and must be agreed in advance with the Town Clerk.

Any surplus at the end of the financial year will not be carried forward.

The budgets must not be in deficit at the financial year end.

Expenditure which is allowed:

- A. The Mayoral Allowance budget is to defray reasonable costs in order that the office holder is not out of pocket for fulfilling the role of Mayor. The Mayor can claim an amount equivalent to the annual Councillor Allowance as a lump sum at the end of the financial year from this budget.
- B. Funding for all the formal and informal Civic events and costs associated with the role of the Mayor during the Mayoral year.

These may include:

- ❖ Mayor Choosing and reception
- ❖ The Civic Service
- ❖ Remembrance Sunday (in conjunction with the British Legion)
- ❖ The Civic Event (Community fundraising event)
- ❖ Events where the Mayor is usually accompanied by the Town Sergeant, such as Totnes Carnival, the annual Orange Race, the opening of the Elizabethan Market.

PLEASE NOTE - Civic Funerals (as and when required) and refreshments at a wake for Honorary Citizens will be funded from the general reserve up to a value of £1,000.

- C. Civic events supported by the Council involving, but not necessarily arranged by, the Mayor, or agreed Councillors. This expenditure must be agreed in advance by the Mayor.

These may include

- ❖ hosting the Mayor of Vire, to include up to £25 for an award.
- ❖ receptions for Civic visitors
- ❖ hosting small award ceremonies, to include up to £25 for an award.
- ❖ hosting meetings of community groups
- ❖ activities related to the Town Council but not necessarily organised by the Mayor.

- D. The costs of any events held or attended by the Mayor or Deputy Mayor or Councillors deputising in their place in the course of his/her duties in the Mayoral Year.

These may include

- ❖ Christmas reception
- ❖ specific refreshments etc. when organising events at the Guildhall during the year.
- ❖ the incidental costs of attending community and charitable events e.g. purchase of tickets for both the event and raffles
- ❖ charity functions, and to cover any costs when attending functions e.g. the purchase of raffle tickets, collections, etc.

E. Supporting the Mayor in raising money toward his/her chosen charity.

These may include

- ❖ providing facilities paid for by the Civic Budget in raising funds for the chosen charity e.g. reception in the Guildhall, hire of the Civic Hall, etc.

PLEASE NOTE: All use of the Civic Hall must be paid for in full from the Civic Budget to the Paige Adams account. No free use can be granted by the Mayor.

Expenditure which is not allowed :

The Civic budget must not be used to pay for

- ❖ gifts of monies or goods (including flowers) other than to charities. NOTE: Any requests for contributions to groups and charities outside of fundraising must be considered by Paige Adams through the grants process.
NOTE: The policy will allow an exception for the purchase of flowers for incoming and outgoing Mayors and their consorts plus retiring Councillors and staff leavers to the value of £25 per bouquet
- ❖ parking fines
- ❖ social events internal to the Council unless agreed by the Mayor or Deputy Mayor.
- ❖ items normally covered by the Mayoral and Councillor Allowance e.g. costs associated with the use of home as office, personal telephone bills, etc.
- ❖ printing fliers/leaflets/posters etc. other than for civic events covered in B. above.

Reporting and monitoring procedures:

The Mayor is asked to account for his/her spending and to submit these expenses, along with the Mayor's monthly engagements, as a quarterly agenda item to Council Matters Committee meetings:

- All amounts submitted for reimbursement from the Town Council will be signed off and paid according to the Town Council financial regulations.
- Amounts of £500 and over need to be agreed by The Council Matters Committee in advance of agreement. Details of the proposed expenditure will need to be submitted, to ensure contributions and events are in line with Civic function and the Town Council priorities. If agreed it can then be submitted for reimbursement/payment to the Deputy Clerk.

Once 85% spend of the budget is reached the Council Matters Committee must be informed and any future spend must be agreed in advance with the Town Clerk.

Any outstanding civic expenses need to be submitted by the outgoing mayor by the end of June, when the preceding mayor's budget will be closed.



**DRAFT MINUTES OF THE TOWN MATTERS COMMITTEE
THURSDAY 22ND NOVEMBER 2018 AT THE GUILDHALL TOTNES**

Present: Councillors R Hendriksen (Chair), G Allen, J Hodgson, P Paine, B Piper, J Sweett, R Vint and L Webberley.
Apologies: Cllrs M Parker and K Sermon.
In Attendance: Cllr A Simms and SHDC Cllr J Birch; Sara Halliday (Administrator).

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>Cllr Birch raised the issue of the South Hams District Council (SHDC) Executive voting to introduce pay-on-entry to the public toilets in Totnes as he was concerned that Totnes Town Council (TTC) may not have been adequately consulted. District Councillors are considering taking the matter to the SHDC Overview and Scrutiny Committee if procedure seems to have failed.</p> <p>The Committee would support District Councillors pursuing a delay on the decision on the installation of the pay-on-entry at the Steamer Quay toilets as there had been insufficient time for TTC to consider the proposal (the Town Clerk was notified on 16th November, after this agenda had been circulated, and the SHDC Executive met w/c 19th November).</p> <p>Cllrs Hodgson and Webberley updated on the Proud2Be rainbow street art proposal in the High Street (between the Civic Square and the Butterwalk). The design would be long wavy lines to avoid any confusion that it could be misinterpreted as a pedestrian crossing. Some Councillors expressed concern about safety on a public highway, as the colours and pattern could appeal to small children. Cllr Webberley will request that this item is placed on the December Full Council agenda.</p>
	<i>The Committee will convene to consider the following items:</i>	
2	To receive an update from the organisers of the Friday evening Totnes Youth sessions.	Representatives from Fusion and Youth Genesis spoke about the youth nights, which have now been running for seven weeks. So far 57 different young people have attended, mainly aged between 11-13, with attendance ranging from 11 attendees the first week, peaking at 29, and averaging around 20 each week. Activities include swimming and gym access every week, with an additional activity offered. Feedback is being gathered on the activities held, and the young people have been asked for their

		<p>ideas for future activities. The young people do not need to participate in the activities – the venue can be used as a safe space for gatherings of friends chatting during the evening. There have been no reports of anti-social behaviour to date. Youth workers have spent the first few weeks getting to know the young people and building trust, and hope to learn more about any personal problems over the coming weeks. Youth Genesis would like to recruit and train local volunteers to help and act as street workers to build an inclusive atmosphere in and around Borough Park as a whole (groups are still gathering in the park, but they have not caused any problems).</p> <p>Councillors thanked Fusion and Youth Genesis for their work to date and the positive start that has been made, and for taking time to update them.</p>
3	<p>To discuss any matters arising from the minutes of 18th October 2018. (Note: already agreed through Full Council.)</p>	<p>Matters arising:</p> <p>Item 2.10 – Totnes Rugby Club has not contacted TTC. To RECOMMEND to Full Council that TTC tries to set up a meeting between Totnes Rugby Club, KEVICC (as the Elmhurst site could be a potential location for the club), SHDC and TTC to discuss the options.</p> <p>Item 7 – The previous work of the Town Team will be reviewed by those taking forward Public Realm works that are planned in 2019. It was AGREED that the Town Matters Committee would move towards using projected images for planning discussions in Committee.</p>
4	<p>To make recommendations on the following planning applications:</p> <p>4a) 3687/18/FUL & 3688/18/LBC – Listed building application for 2 storey rear extension to existing listed building. Bull Inn, High Street, Totnes, TQ9 5SN.</p> <p>4b) 3672/18/FUL – Erection of dwelling (previous consent now lapsed – 56/0506/08/F). Proposed dwelling 47 Westonfields, Totnes, TQ9 5QX.</p> <p>4c) 3671/18/FUL – Installation of a single 10m column with two LED lights to illuminate an area of land for Devon Air Ambulance to use during the hours of darkness. Borough Park, Borough Park Road, Totnes, TQ9 5XW.</p> <p>4d) 3636/18/LBC – Listed Building Consent for alterations to include replacement of existing lean-to to side to form boot room, laundry,</p>	<p>Applications available on the SHDC website – www.southhams.gov.uk</p> <p>Support in principle, but the Committee objects to the proposed external walls materials and finishes (metal) and would wish to see the extension use the same materials and finishes as the existing wall (painted render and slate hanging).</p> <p>No objections.</p> <p>No objections.</p> <p>No objections.</p>

	<p>storage, work to existing walls. Enlargement of basement window to provide French doors to lounge area, reduce door opening to form window, replacement of basement windows and doors, new railings to rear elevation. New door between basement kitchen and lounge. 4 Seymour Villas, Pathfields, Totnes, TQ9 5QR.</p> <p>4e) 3108/18/FUL – Application for change of use of building to operate a dog day care and dog walking business. Unit 4, Burke Road, Totnes, TQ9 5XL.</p> <p>4f) 3364/18/LBC – Listed building consent for general works to external rainwater pipework. The Sail Loft, St Peter’s Quay, Totnes, TQ9 5EW.</p>	<p>No objections.</p> <p>No objections.</p>
5	<p>To note or make recommendations on the following tree works orders:</p> <p>Works to Trees in a Conservation Area:</p> <p>5a) 3540/18/TPO – T1: Beech – crown height reduction by 8 metres, lateral reduction by up to 3 metres on all sides, heavy die back in crown; T2: Ash – Fell, leaning heavily over lane and adjacent residential dwellings, heavy die back in crown; T3, T4: Ash – crown height reduction by 5 metres, lateral reduction on all sides by 2 metres, heavy die back in crown. Trees End Yard, Harpers Hill to Tristford Cross, Totnes, TQ9 7RY.</p> <p>5b) 3603/18/TCA – T1: Greengage – Fell, post mature, poor form, too close to wall, replanted with new fruit tree. 51 Fore Street, Totnes, TQ9 5NJ.</p>	<p>Applications available on the SHDC website – www.southhams.gov.uk</p> <p>The Committee would ask that the SHDC Tree Officer undertakes a site visit to clarify the extent of the die back in all trees and advise on the requirement of the proposed work.</p> <p>No objections. However, the Committee would request that a replacement stone fruit tree is planted.</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	<p>To receive updates from the Elderly and Vulnerable People Link Councillors.</p>	<p>Cllr Westacott had provided a written update of the work of the Totnes League of Friends.</p> <p>Cllr Webberley updated on her work with the social housing tenants facing eviction by South Devon Rural Housing. To RECOMMEND to Full Council that TTC writes to SHDC objecting to the change in housing policy which creates emergency housing stock by evicting tenants, and that additional housing should be purchased or developed to fulfil these requirements.</p>
7	<p>To review the draft Emergency Plan.</p>	<p>To RECOMMEND to Full Council that it approves the Emergency Plan as drafted and that any additions are made as required.</p> <p>Gritting of Fore Street and High Street is not included in the Emergency Plan (see Item 11).</p>
8	<p>To consider the South Hams District Council</p>	<p>The Committee notes that:</p>

	consultation options for the Council Tax Reduction Scheme.	<ul style="list-style-type: none"> • these proposals have been put forward to align Council Tax reductions for eligible residents to be in line with Universal Credit now being rolled out; • Universal Credit has only recently been implemented in Devon and there are a number of difficulties and issues emerging for those who are eligible for this support; • many of the problems are connected to the monthly payments and the difficulty this poses for residents and households on low income. <p>To RECOMMEND to Full Council that it responds to the consultation and proposes a moratorium on any changes to the Council Tax Reduction Scheme for at least six months while:</p> <ul style="list-style-type: none"> • introductory problems with Universal Credit are addressed so as to prevent any potential compounding of financial difficulties this could cause; and • any necessary changes to the Council Tax Reduction Scheme can be tuned to a more considered, workable and better understood Universal Credit system has been implemented. <p>TTC would also like to know if an impact study has been conducted to assess the impact of the proposed options on: disabled people; self employed; families with more than two children; and low income families.</p>
9	To note planning application 3511/18/CLE – lawful development certificate for existing use of mobile home and bathroom extension as a residential dwelling with residential curtilage. Hideaway, Harpers Hill, Totnes, TQ9 5GG.	Cllr Paine declared a pecuniary interest and left the meeting. All Councillors declared a personal interest as they know Cllr Paine. The application was noted. Cllr Paine re-joined the meeting.
10	To note the Devon Local Flood Risk Management Strategy Update October Newsletter.	Noted.
11	To note the Devon Highways Winter Maintenance and Snow Warden updates.	<p>Cllr Vint suggested that Totnes needs its own strategy for gritting Fore Street and High Street, and that given the impact of snow on trade the Chamber of Commerce should be consulted.</p> <p>It was AGREED that:</p> <ul style="list-style-type: none"> • self-help is important, and that Totnes would be best served by a number of snow warden volunteers who would cover different areas of the town; and • information about gritting routes and grit bin locations in the town should be put on the TTC website, Facebook and Twitter over the coming weeks and re-posted before forecast icy weather, with details of who to contact for getting grit bins refilled.
12	To note the Devon County Council Disabled Parking and Control of Waiting (No. 15) Amendment Order in	Noted.

	relation to a proposed mandatory disabled bay in Broomborough Drive, Totnes. [Note: the deadline for comments was 15th November 2018]	
13	To update on the precept setting timetable.	The draft budget will be considered by the Council Matters Committee on 10 th December 2018, which all Councillors are invited to attend. The draft budget will then go to Full Council on 7 th January 2019 for ratification.
14	To make a recommendation for Full Council on the formal consultation for the Baltic Wharf Public Path Varying Order 2018, Footpath No. 2 Totnes.	To RECOMMEND to Full Council that: <ul style="list-style-type: none"> • it agrees the Public Right of Way indicated by route EFB; • it requests that the path shown in blue [through the Baltic Wharf development] is designated a Public Right of Way, not just a permitted access route. • Public access to riverside remains a key concern and TTC would wish to see this protected in the Phase 2 development.
15	To note the date of the next meetings of the Town Matters Committee – Thursday 20th December 2018 at 7.00pm	Noted.

CHAIR

Market Square Brief – December Full Council

The proposed designs are on display in the Council Chamber. Due to budgetary restrictions and the need to minimise the impact on the market square users and surrounding businesses the improvements will need to be phased.

Public statement:

Public realm improvements for the heart of Totnes

Further to public consultation earlier in the year, South Hams District and Totnes Town Council are working with local architects Harrison Sutton Partnership to produce an improvement programme for the Totnes Market Square.

Whilst it was previously hoped that resurfacing works could commence in January - March 2019 it is now felt that more time is needed to complete the necessary surveys and undertake the rigorous procurement process.

The new timeline for the improvement projects will be phased over a 12-18 month period starting in March 2019.

Every effort will be made to keep disruption in the area to a minimum, with the resurfacing improvements being scheduled around peak use in the summer season and during December when the Christmas Markets take place.

December 3rd 2018 - Design concept and artists impressions will be circulated to all Councillors at Full Council. These designs will then be displayed publicly online and in the Market Square with further updates on dates of work being posted as and when the contractor is agreed.

Jan - March 2019 - procurement process and project planning

Phase 1

- a. Improvements to the ramp area and railings, including inclusion of bespoke mosaic art pieces produced by a local artist and school children.*
- b. Installation of bike racks*
- c. Installation of a drinking water fountain*
- d. Removal, rationalisation and replacement of bins, signage and seating*
- e. Repair or replacement of the Civic Hall steps*
- f. Services installed and areas prepared for any planting requirements*

Phase 2

- a. Removal and replacement of existing surface from the front of the Civic Hall to the road edge with a natural, quality material.*
- b. Installation of new lighting system and small areas of planting.*

Phase 3

- a. Uplift to the underneath of the Civic Hall area by improving lighting and potentially introducing public art.*

Proposed potential budget

18/19		
Already spent	£16500	SHDC/TTC/Arts Council
Replacement steps	£15000	SHDC
Replacement steps	£10000	TTC
Phase 1 Ramp improvements	£20000	TTC
Water Fountain	£1900	TTC
Water Fountain	£1000	Cllr Green Localities Budget
Installation and framing of Mosaic pieces	£5000	Paige Adams Trust
Survey works for surfacing and step install	£2500	SHDC
Lighting consultation survey	£600	TTC
TOTAL	£72500	
19/20		
2 electronic noticeboards, signage, seating, lighting	£25000	TTC
Phase 2 Ramp improvements and conversion of older Civic Hall section	£130000	TTC and Paige Adams
Resurfacing of Market Square materials and construction	£250000	SHDC
Planting, seating, bike racks	£15000	S106 funds
TOTAL	£420000	
20/21		
Uplift/improvement to the underneath of the Civic Hall	£25000	TTC
TOTAL	£25000	

Councillor Jacqi Hodgson
Totnes Town Council - Member for Bridgetown

Devon County Council – Member for Totnes & Dartington
 (incl. Harberton & Harbertonford, Staverton & Landscope and part of Berry Pomeroy)
 South Hams District Council - Ward Member for Dartington & Staverton

Email: Jacqi.Hodgson@Devon.gov.uk / Cllr.Hodgson@southhams.gov.uk
 Tel. 01803-840526 / 07922 411266
 c/o home address; 9, Argyle Terrace, Totnes, Devon TQ9 5JJ

Motion for Totnes Town Council - Full Council on December 3rd 2018

Declare a Climate Emergency

Full Council notes:

1. Humans have already caused irreversible climate change, the impacts of which are being felt around the world. Global temperatures have already increased by 1 degree Celsius from pre-industrial levels. Atmospheric CO2 levels are above 400 parts per million (ppm). This far exceeds the 350 ppm deemed to be a safe level for humanity;
2. In order to reduce the chance of runaway Global Warming and limit the effects of Climate Breakdown, it is imperative that we as a species reduce our CO2eq (carbon equivalent) emissions from their current 6.5 tonnes per person per year to less than 2 tonnes as soon as possible¹;
3. Individuals cannot be expected to make this reduction on their own. Society needs to change its laws, taxation, infrastructure, etc., to make low carbon living easier and the new norm;
4. Carbon emissions result from both production and consumption;
5. Totnes Town Council has already shown foresight and leadership when it comes to addressing the issue of climate change when back in 2009 we signed up to become a Transition Town Council, a clear recognition of the need to respond to Climate Change and we have since recognised this in our strategies, actions plans and decisions such as having declared a Frack Free Zone, supporting energy efficiency and renewable energy measures, etc;
6. Unfortunately, our current plans and actions are not enough. The world is on track to overshoot the Paris Agreement's 1.5 degrees Celsius limit before 2050;²
7. The IPCC's Special Report on Global Warming of 1.5 degrees Celsius, published last month, describes the enormous harm that a 2 degrees Celsius rise is likely to cause compared to a 1.5 degrees Celsius, and told us that limiting Global Warming to 1.5 degrees Celsius may still be possible with ambitious action from national and sub-national authorities, civil society, the private sector, indigenous peoples and local communities;³
8. Local Councils around the world are responding by declaring a 'Climate Emergency' and committing resources to address this emergency.⁴

Full Council believes that:

1. All governments (national, regional and local) have a duty to limit the negative impacts of Climate Breakdown, and local governments that recognize this should not wait for their national governments to change their policies. It is important for the residents of Totnes and the UK that town, cities and counties commit to carbon neutrality as quickly as possible;

2. Towns, Cities and Local Authorities at all tiers are uniquely placed to lead the world in reducing carbon emissions; they are well placed to help decarbonize villages and more remote areas as they have closer links with their residents;⁵
3. As Totnes is renowned in the UK and around the world for social and environmental innovation, we have a particular duty and opportunity to be a leader on addressing Climate Breakdown;
4. The consequences of global temperature rising above 1.5 degrees Celsius are so severe that preventing this from happening must be humanity's number one priority; and,
5. Bold climate action can deliver economic benefits in terms of new jobs, economic savings and market opportunities, as well as improved personal, social and environmental well-being for people, locally and worldwide.

Full Council thus:

1. Declares a 'Climate Emergency';
2. Pledge to make the town of Totnes carbon neutral by 2030, taking into account both production and consumption emissions (scope 1,2,3);⁶
3. Call on Devon County Council, South Hams District Council and Westminster to provide the powers and resources to make the 2030 target possible and to appoint Citizens assemblies to develop the policies to deliver this target;
4. Work with other local authority organisations such as DALC (Devon Association of Local Governments) and appropriate government departments (both within the UK and internationally) to determine and implement best practice methods to limit Global Warming to less than 1.5 degrees Celsius above pre-industrial levels;
5. Continue to work with partners across the district, county and region to deliver this new goal through all relevant strategies and plans;
6. Place this issue on Council Committee agendas to agree strategies and action plans.
7. Report to Full Council within six months with the actions the Council will take to address this emergency.

Proposed: Cllr Jacqi Hodgson

23rd November 2018

References:

¹ Fossil CO₂ & GHG emissions of all world countries, 2017
<http://edgar.jrc.ec.europa.eu/overview.php?v=CO2andGHG1970-2016&dst=GHGpc>

² World Resources Institute: <https://www.wri.org/blog/2018/10/8-things-you-need-know-about-ipcc-15-c-report>

³ The Intergovernmental Panel on Climate Change (IPCC)'s Special Report on Global Warming of 1.5 degrees Celsius: <https://www.ipcc.ch/report/sr15/>

⁴ For example Bristol and Manchester City Councils:

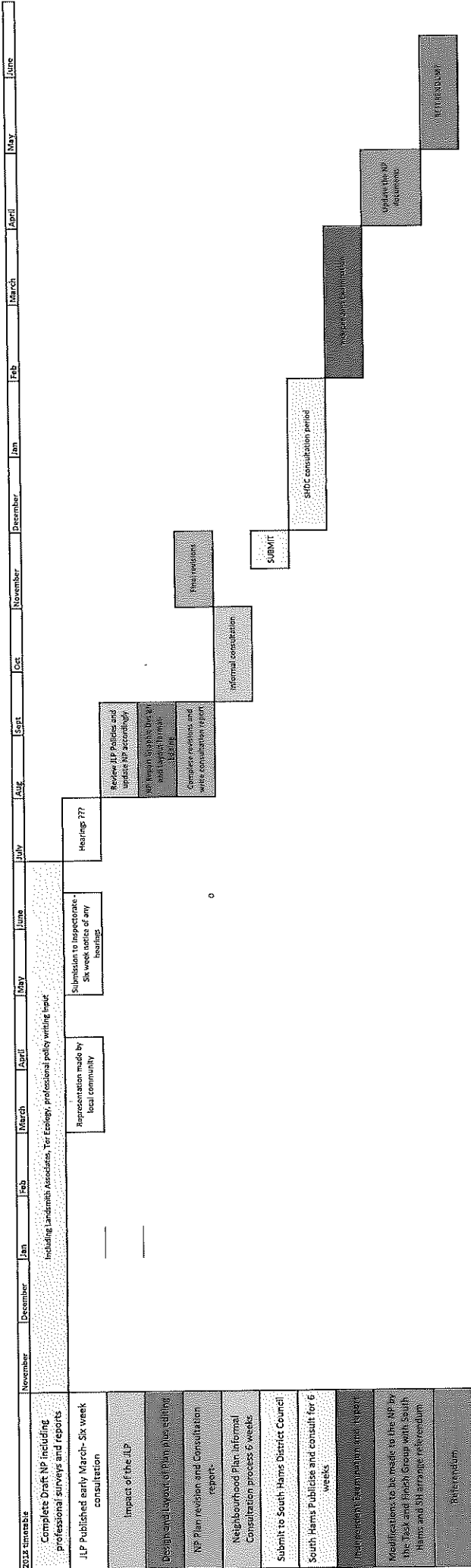
<https://www.businessgreen.com/bg/news/3066475/bristol-and-manchester-unveil-fresh-plans-to-tackle-climate-emergency>

Also US cities, Berkley: <https://www.theclimatemobilization.org/blog/2018/4/25/hoboken-resolves-to-mobilize> And the C40 cities: <https://www.c40.org/other/deadline>

⁵ ICLEI – Local Governments for Sustainability, provides many examples of good practice, models and toolkits for Climate Change Adaptation and Urban Resilience: <http://iclei-europe.org/topics/climate-change-adaptation-urban-resilience/>

⁶ Scope 1,2 and 3 of the Greenhouse Gas protocol explained:

<https://www.carbontrust.com/resources/faqs/services/scope-3-indirect-carbon-emissions>

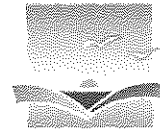


BUDGET 2019/20 TO BE CONSIDERED THROUGH PRECEPT SETTING

2062.5	June Landsmiths
1575	Tor Ecology on completion
1350	9 months admin support
5800	10 days planning policy support
1500	Final design and layout works
500	Printing
500	Consultation events and promotion
13087.5	Expected budget required (excludes HRA and SEA, if needed)
TOTAL EXPENDITURE OVER 2 YEARS = £25031.5	

2018/19	2019/20
BUDGET	
Budget allocated 18/19	
12517	
-451	Already processed
-2063	Already spent
-2063	February payment
-2063	March payment
-500	
-1575	January 2019 on commencement
-450	
	Admin person, 10 hours a month
	agency / Jan - March 2018, £15 an hour
	Planning policy support work estimated
	5 days at £560 a day
	579.5 Underspend

SOUTH HAMS EXECUTIVE



South Hams
District Council

Minutes of a meeting of the **South Hams Executive** held on
Thursday, 22nd November, 2018 at **10.00 am** at the **Repton
Room - Follaton House**

Present: **Councillors:**

Chairman Cllr Tucker
Vice Chairman Cllr Wright

Cllr Bastone
Cllr Hopwood

Cllr Gilbert
Cllr Wingate

In attendance:

Councillors:

Cllr Baldry
Cllr Brazil
Cllr Green
Cllr Hitchins
Cllr Pearce
Cllr Saltern
Cllr Vint

Cllr Bramble
Cllr Brown
Cllr Hicks
Cllr May
Cllr Pennington
Cllr Steer
Cllr Birch

Officers:

Head of Paid Service
Group Manager – Customer First & Support Services
Group Manager – Business Development
Group Manager – Commercial Services
CoP Lead – Environment Services
CoP Lead – Environmental Health
Senior Specialist – Commercial Services
Senior Specialist – Assets
Section 151 Officer
Commissioning Manager (Waste)

39. **Minutes**
E.39/18

The minutes of the Executive meeting held on 13 September 2018 were confirmed as a true and correct record and signed off by the Chairman.

40.

Declarations of Interest

E.40/18

Members and officers were invited to declare any interests in the items of business to be considered during the course of this meeting and the following were made:

The Chairman informed that, as a consequence of Executive Procedure Rule 1.9.4 (below):

'Where a decision relates to an Executive Members' local ward, that Member may take part in the discussion, but will abstain from any vote on the item.'

the Council's Deputy Monitoring Officer had granted himself and Cllrs Bastone, Gilbert and Wright a Dispensation to be able to take part in the vote on agenda item 10: 'Public Toilet Review' (Minute E.46/18 below refers). It was noted that this Dispensation would be in force until the next Annual Council meeting in May 2019;

Cllr R F D Gilbert declared a personal interest in agenda item 6: 'Heart of the South West Joint Committee Update' (Minute E.42/18 below refers) by virtue of sitting on the Local Enterprise Partnership Board and, in light of the close linkages between the Board and the Heart of the South West, he remained in the meeting during the debate, but abstained from the vote on this item;

Cllr R F D Gilbert also declared a personal interest in agenda item 7: 'Supporting the Formation of South West Mutual' (Minute E.43/18 below refers) by virtue of being the Devon County Council lead Member for the Economy. Whilst he remained in the meeting, he did not take part in the debate and abstained from the vote on this item;

Cllr R F D Gilbert also declared a Disclosable Pecuniary Interest in agenda item 10: 'Public Toilet Project' (Minute E.46/18 below refers) and specifically the proposals for the Ferry Steps at East Portlemouth. In the event of any discussion ensuing on the proposals for this site, Cllr Gilbert informed that he would leave the meeting room.

41.

Public Question Time

E.41/18

It was noted that the following public questions had been received in accordance with the Executive Procedure Rules, for consideration at this meeting:

1. Question received from Mr Colin Luker

'The SHDC Councillors will no doubt be aware that on 5 November 2018, Totnes Town Council unanimously approved a similar motion to that below. I am now asking the South Hams District Council to support a similar motion.'

"I would ask the SHDC to write to Sarah Wollaston MP and to the Secretary of State for Work & Pensions to pause the managed roll-out of Universal Credit whilst necessary amendments are made.

Without the needed vital changes, it is highly likely that Universal Credit will have a significant detrimental impact on many residents & families in South Hams.

The recent Secretary of State for Work & Pensions, Esther McVey, acknowledged that many people would be financially worse off as a result of their existing benefits being consolidated into one payment."

May I request a polled vote on this matter.'

In response, Cllr Tucker informed that the Executive had no jurisdiction to ask that a letter be written on behalf of the Council without the prior approval of the Council. That being said, Cllr Tucker did wish to provide some relevant background facts as follows:-

- The Council had closely observed the national picture with regard to Universal Credit and had monitored closely the recent roll out in South Hams;
- Areas of the South Hams first went to full service in April 2018, with the remainder of the District (including Totnes) going in September 2018;
- Council officers were working very closely with the Department of Work and Pensions and Job Centre Plus and had processes in place to assist the most vulnerable to ensure that people did not slip through the net;
- The Council had used its Discretionary Housing payment pot to assist people in financial hardship with their living costs and the Council's Housing Options service was also assisting;
- Furthermore, Citizens Advice was offering budgeting support and residents could receive assistance with making their claim online from Mobile Locality Officers and by coming in to the Council offices;
- The new Secretary of State for Works & Pensions had indicated that she would be listening very carefully to concerns over Universal Credit and it was important to give her the opportunity to undertake this task.

In reply to a supplementary question over the Council's position regarding the abolition of severe disability premium, Cllr Tucker reaffirmed his previous point that the Executive was in no position to provide a formal Council view in this respect.

2. Question received from Dr Rob van Es

'Will the Council agree that to close the toilets at Millbay, East Portlemouth, will result in visitors using the unofficial public

convenience of the adjacent woodland, causing untreated urine and faeces to run-off into the freshwater stream running across the beach, which is a favourite playing area for children?’

In reply, Cllr Tucker advised that a revised recommendation would be tabled to the meeting during consideration of agenda item 10: ‘Public Toilet Review’ (agenda item E.46/18 below refers) that was likely to allay Dr Van Es’ concerns.

3. Question received from Mrs Fiona van Es

‘I read with grave concern of the possible closure of the Mill Bay toilets in East Portlemouth so my question is this:

Is it considered safe and reasonable for families with young children to have to walk ten minutes to the ferry toilets along a busy single track road.’

Cllr Tucker replied by reiterating the response he delivered to Question 2 (above) whereby a revised recommendation would be tabled to the meeting during consideration of agenda item 10: ‘Public Toilet Review’ (agenda item E.46/18 below refers) that was likely to allay Mrs Van Es’ concerns.

42.

Heart of the South West Joint Committee Update

E.42/18

A report was considered that reminded Members that the Heart of the South West Joint Committee was formally established in early 2018 by the partner councils and organisations that had been involved since 2015 in the Devolution Partnership. The report noted that the Joint Committee was tasked with improving productivity across the Heart of the South West (HotSW) area in collaboration with the HotSW LEP and other organisations as necessary.

The Leader introduced the report that summarised the progress made by the Joint Committee over recent months in key areas of activity and set out actions proposed in the coming months.

In the ensuing discussion, reference was made to:-

- (a) the need to be involved. On balance, a number of Members were of the view that the benefits to the Council were greater from being involved in the Heart of the South West Partnership than being on the outside;
- (b) the Brexit Joint Regional Sounding Board event on 12 November 2018. In reply to a request, a commitment was given to provide an interested Member with feedback from this event outside of this meeting;

- (c) the Local Industrial Strategy (LIS). A Member expressed his concern at the extent of the influence that the Local Enterprise Partnership was to have in the development and endorsement of the LIS;
- (d) the Productivity Strategy. A Member took issue with the intention in the Strategy to 'double the size of the HoTSW area economy over 20 years'. Whilst an admirable intention, the Member was of the view that it was an unrealistic target and therefore brought into question the credibility of the whole Strategy;
- (e) the annual Council contribution. It was confirmed that, in the event of any future proposal being brought forward to increase the Council's annual contribution of £1,400, then this would require the approval of the Council.

It was then

RECOMMENDED

That the Executive **RECOMMEND** to Council to:-

- (a) note the progress report setting out the work of the Heart of the South West (HotSW) Joint Committee since its establishment in March 2018;
- (b) agree to delegate the development and endorsement of the HotSW Local Industrial Strategy (LIS) to the HotSW Joint Committee (noting that final approval of the HotSW LIS rests with the HotSW Local Enterprise Partnership (LEP) and the Government);
- (c) note the Heart of the South West Joint Committee Budget statement for 2018/19 (as set out in Appendix B of the presented agenda report) and that, in accordance with the decisions taken at the time the Committee was established, the Council will be asked to make an annual budgetary provision (£1,400 for South Hams District Council) to meet the support costs of the Joint Committee in line with the 2018/19 contribution. Final clarification on any additional 2019/20 Heart of the South West Joint Committee budget requirement will be provided following the completion of the review of the Joint Committee's role, function and management support arrangements and development of its work programme for 2019/20; and
- (d) agree the Budget and Cost-sharing Agreement (as set out in Appendix B of the presented agenda report).

43.

Supporting the formation of South West Mutual

E.43/18

The Executive considered a report that sought a recommendation to full Council to support the formation of the South West Mutual.

In his introduction, the lead Executive Member warned that this proposal was not without risk and, whilst acknowledging the potential share offer implications, he **PROPOSED** an alternative part 1 recommendation as follows:

'That Council be **RECOMMENDED** to approve, *if 50% of the other Devon local authorities give a commitment to support*, the granting of £49,995 from the predicted 2018/19 business rate pilot gain in order to support the formation of South West Mutual as detailed in section 3 and Appendix 2 of the presented agenda report.'

This alternative was subsequently **SECONDED**.

During the ensuing discussion, the following points were raised:-

- (a) In support of the formation of South West Mutual, some Members felt it deeply regrettable that the likes of Salcombe and Dartmouth residents did not have access to a high street banking facility. Other Members also expressed their support and felt the Business Plan to be credible in its own right with the proposals constituting a far more palatable venture than the recent commercial property acquisition proposals;
- (b) Other Members urged caution over the proposal, but did acknowledge that the revised recommendation helped to minimise the risk implications. Before the Council meeting on 6 December 2018, the Leader committed to contacting his counterparts across Devon in order to establish their Councils' respective position on the proposal;
- (c) A Member was of the view that a Working Group should be formed to carry out a detailed review of the proposals. In response, the majority of Members felt that the time to establish a Working Group would be at the point when the Mutual had been granted a licence;
- (d) With regard to a specific query over the proposed salary levels, a Member sought assurances that these would not be comparable with those being paid in the City;
- (e) Reference was made to the Member Treasury Management Training session on Monday, 26 November 2018 and it was felt that a number of the issues raised in this debate would also be relevant to this session.

It was then:

RECOMMENDED

That the Executive **RECOMMEND** to Council to:

1. approve, if 50% of the other Devon local authorities give a commitment to support, the granting of £49,995 from the predicted 2018/19 business rate pilot gain in order to support the formation of South West Mutual as detailed in section 3 and Appendix 2 of the presented agenda report;
2. delegate authority to the Group Manager, Business Development, to conclude the ordinary share acquisition; and
3. agree that, where possible, officers support the formation of the Mutual by promoting it to local authorities within the South West.

44.

Annual review of Health and Safety Policy Statement

E.44/18

Members considered a report that sought recommendation to full Council of the adoption of the revised Health and Safety Policy Statement.

The report noted that the Council was required to prepare a written health and safety policy statement by the Health and Safety at Work Act 1974. Once agreed, it was a requirement for the Policy to be signed off by the Head of Paid Service and Leader of Council.

In discussion, officers agreed to update the draft Policy Statement to include greater reference to Members prior to its consideration by full Council.

It was then:

RECOMMENDED

That the Executive **RECOMMEND** to Council that the revised Policy be adopted and signed by the Head of Paid Service and Leader of Council.

45.

Reports of Other Bodies

E.45/18

a) Overview and Scrutiny Panel – 4 October 2018

O&S.51/18 TASK AND FINISH GROUP UPDATES

1. Drug and Alcohol Abuse – Outcome Report

RECOMMENDED

That the Executive **RECOMMEND** to Council that it support and participate (wherever possible) in Police and Public Health England campaigns around drug reporting, harm minimisation and education.

b) Overview and Scrutiny Panel – 1 November 2018

1. O&S.59/18 CUSTOMER SATISFACTION ACTION PLAN

RESOLVED

1. That the proposed Customer Satisfaction Action Plan (as detailed in Section 5 of the presented agenda report) be endorsed;
2. That the proposed Customer Service Standards (as detailed in Appendix B of the presented agenda report) be supported; and
3. That the direction of travel in relation to the Housing Benefits / Contact Centre pilot be endorsed.

2. O&S.62/18 REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

RECOMMENDED

That the Executive **RECOMMEND** to Council that the updated RIPA Policy (as attached at Appendix B of the presented agenda report to the Panel) be approved;

3. O&S.63/18 GENERAL DATA PROTECTION REGULATION (GDPR) AND DATA PROTECTION POLICY UPDATE

RECOMMENDED

That the Executive **RECOMMEND** that Council:

1. approve the updated Data Protection Policy as detailed in Appendix A of the presented agenda report to the Panel;
2. delegate approval of the related Codes of Practice and Protocol Documents (as summarised in Section 3 of the agenda report presented to the Panel) to the Council's Data Protection Officer; and

3. note and support the approach and progress made towards GDPR readiness by the Information Governance Group.

46.

Public Toilet Review

E.46/18

The Portfolio Holder for Commercial Services introduced a report that set out a range of recommendations for specific public conveniences in the district and sought approval to proceed in order to deliver agreed Budget savings.

In light of the outcome of a recent Salcombe Harbour Board Workshop, a revised recommendation was **PROPOSED** and **SECONDED**.

The Chairman informed that, during the debate, he would invite comments on each site listed and, at that time, would welcome the views of the local Ward Member(s) in attendance.

In the ensuing debate, reference was made to:-

(a) concerns over the process undertaken during the Review. The following particular concerns were raised:

- Specifically with regard to the Pay on Entry proposals for Steamer Quay, Totnes, a local Member referred to correspondence that had led him and the town council to assume that this site had not been included as part of these proposals. As a result, the Member asked that the Executive consider deferring a final decision on this site until its meeting on 7 February 2019 to enable time for the town council (and local stakeholders) to consider this proposal. In response, other Members felt this statement to be inaccurate and were supportive of the original recommendation.

Nonetheless, an amendment was **PROPOSED** and **SECONDED** to defer a final decision on the Steamer Quay, Totnes Pay on Entry proposals until the Executive meeting on 7 February 2019.

When put to the vote, this amendment was declared (by virtue of a Chairman's Casting Vote) **LOST**;

- Some Members felt that there had been a lack of clear messaging during the consultation process with town and parish councils. For example, instances were cited where some councils had been encouraged to open negotiations with the Council whereas others were told that this was not possible. These Members felt that such an inconsistent approach was both inappropriate and unfair;
- A Member highlighted the published minutes arising from a recent Kingsbridge Town Council meeting and queried the significant discrepancy between the projected and actual

income figures for the facility at Fore Street, Kingsbridge. In response, assurances were given this was the only facility that had seen such a difference between the projected and actual figures and it was confirmed that the Town Council would now be asked to pay the revised actual sum, which was higher;

- The published agenda report had omitted any reference to the payment of on-costs that had been previously included;
 - Some inaccuracies were cited in the published agenda report that included: the lack of recognition to Newton Ferrers being a tourism area and the facilities at Thurlestone being much further away from the Hotel and Public House than the three minutes indicated;
- (b) the principle of installing Pay on Entry. Some Members took issue with the comments raised that implementing Pay on Entry charges in some public toilets would have a significant impact to the local economy and tourism industry. In contrast, when considering the likely installation costs, risks of vandalism and the length of payback period, another Member felt that the Business Case underpinning the principle of Pay on Entry was flawed;
- (c) the public health implications. A Member reiterated his concerns over the public health implications of any public toilets being closed;
- (d) recommendation 3. The lead Member emphasised that, in the event of those sites listed in recommendation 3 not being transferred, they would be closed in September 2019. As a result, the Member encouraged the local town and parish councils (and local stakeholders) who had sites included in this list to be proactive and fully engage with the Council before next summer or they would close in September 2019.

To reinforce this point, an amendment was **PROPOSED** and **SECONDED** and, on being put to the vote was declared **CARRIED**, whereby officers be instructed to write to the Clerks of Holbeton, Newton & Noss, Staverton and Ugborough Parish Councils to encourage them to re-open dialogue with the Council.

For clarity, the lead Member also confirmed that, in the event of any interested party having concerns that they would be liable for business rates on the facility for part of the 2019/20 financial year, this would not be the case as the District Council would pay for the entire twelve month period;

- (e) the Shipley Bridge – South Brent facility. A local Member emphasised the importance of this site and he hoped that South West Water and the Dartmoor National Park Authority could work together to find a solution to ensure that this facility was retained;

- (f) additional recommendation 5. A number of Members welcomed the inclusion of this addition and, with the involvement of the Harbour Board, it was hoped that a satisfactory solution could be found in time for the Executive meeting on 7 February 2019. Specifically regarding the inclusion of Bowcombe, it was confirmed that this facility was not at risk of closure at this time.

Whilst appreciating the time of the next Harbour Board meeting (28 January 2019), the Leader hoped that an informed update could still be given to the joint Overview & Scrutiny Panel / Development Management Committee Budget meeting on 24 January 2019.

It was then:

RESOLVED

That:

1. Pay on Entry (PoE) be installed at:

- (a) Dittisham – The Ham;
- (b) Ivybridge – Glanville's Mill;
- (c) South Huish – Hope Cove; and
- (d) Totnes – Civic Hall, Coronation Road and Steamer Quay (with code or card access permitted for staff from the nearby Riverside Café and Ferry Office).

2. Income be generated in lieu of PoE through alternative charges at:

- (a) Bigbury – toilet service charges to be supported through a review of Pay & Display Charges;
- (b) Kingsbridge: Fore Street – Town Council to make payment in lieu of PoE;
- (c) Stokenham: Torcross – toilet service charges to be supported through a review of Pay & Display Charges; and
- (d) Strete Gate – toilet service charges to be supported through a review of Pay & Display Charges.

3. Asset transfers take place (or facility to close in September 2019) at:

- (a) Holbeton;
- (b) Kingswear – Lower Ferry;
- (c) Marlborough (asset transfer agreed);
- (d) Newton & Noss – Newton Ferrers.
- (e) Salcombe – Cliff House Gardens (to not be re-opened in Spring 2019 following winter closure);
- (f) South Brent (asset transfer agreed);
- (g) Staverton;

- (h) Stoke Fleming (Parish Council have confirmed that an asset transfer is not required);
- (i) Thurlestone (asset transfer agreed in principle); and
- (j) Ugborough – Bittaford and Ugborough;

In respect of those sites listed at (a), (d), (g) and (j) above, officers be instructed to write to the local parish clerks (copying in the local ward Member(s)) to encourage them to re-open dialogue with the Council.

4. Other alternative arrangements be approved at:

- (a) Dartmouth – Manor Gardens – to close in September 2019 with no asset transfer to the Town Council;
- (b) East Portlemouth – Mill Bay – to close in September 2019 unless a 75% contribution from a stakeholder is achieved next financial year, with an asset transfer to be completed by financial year 2020/ 21 (**see recommendation 5 below**);
- (c) Kingswear – Higher Ferry – to close with no asset transfer to the Parish Council;
- (d) South Brent – Shipley Bridge – withdraw cleaning service;
- (e) South Milton – to close in September 2019 unless a 75% contribution from a stakeholder is achieved next financial year, with an asset transfer to be completed by financial year 2020/21; and
- (f) Wembury – to allow the current lease with the National Trust to expire in June 2020.

5. the proposals for Batson Creek, North Sands, South Sands, Whitestrand, Ferry Steps, Bowcombe and Mill Bay toilets are finally considered following receipt of a Salcombe Harbour Board proposal being provided no later than 29 January 2019 and then to be considered by the Executive at its meeting on 7 February 2019.

47. **Exclusion of Public and Press**
E.47/18

RESOLVED

That in accordance with Section 100(A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following items of business as the likely disclosure

of exempt information as defined in paragraph 3 of Schedule 12A to the Act is involved.

48. **Request for Long Lease Renewal**
E.48/18

Members were presented with an exempt report that sought approval to grant a long lease of more than 15 years.

During the debate, Members requested that reference to '*cost of living increase*' be replaced with the term '*Retail Price Index increase*'.

It was then:

RESOLVED

That the request for the long lease renewal (as set out in the presented agenda report) be approved, with authority to conclude the negotiations being delegated to COP Lead Assets, in consultation with the Section 151 Officer and Leader of Council.

49. **Waste Procurement**
E.49/18

Members were presented with an exempt report that detailed the Final Tender Stage of the Waste Procurement Process

During discussion, reference was made to:-

- (a) the intention to convene a Member Question and Answer session before the Council meeting on 6 December 2018;
- (b) confirmation that any revisions to the Board Terms of Reference would require the approval of the Council.

It was then:

RECOMMENDED

That the Executive **RECOMMEND** to Council to approve the proposed way forward (as outlined at paragraphs 8.2 to 8.7 of the presented agenda report).

(NOTE: THESE DECISIONS, WITH THE EXCEPTION OF E.42/18, E.43/18, E.44/18, E.45/18 a), b)2, b)3, and E.49/18 WHICH WERE RECOMMENDATIONS TO THE COUNCIL MEETING TO BE

HELD ON 6 DECEMBER 2018, WILL BECOME EFFECTIVE FROM 5.00PM ON MONDAY 3 DECEMBER 2018 UNLESS CALLED IN, IN ACCORDANCE WITH SCRUTINY PROCEDURE RULE 18).

The Meeting concluded at 12.55 pm

Signed by:

Chairman
