

District Councillor's Monthly Report August 2018

John Green, SHDC Councillor for Totnes

Totnes Travel Partnership

The Totnes Travel Partnership has been established to bring together representatives from Totnes Town Council, South Hams District Council and Devon County Council in order to prioritise proposals contained in the Totnes Transport Policy & Strategy and to make recommendations for the allocation of s106 funding. It will meet on 2nd October to set priorities, including those for the Baltic Wharf Travel Plan.

Joint Local Plan

A consultation on main modifications proposed for the Joint Local Plan (JLP) is expected to be launched in October and will run for a six-week period. The Inspectors have issued an Advice Note (<https://www.plymouth.gov.uk/sites/default/files/PSWDJLPInspectorsPostHearingAdviceNote.pdf>) and related documents can be found on the Examination webpage (<https://www.plymouth.gov.uk/plymouthandsouthwestdevonjointlocalplanexamination>). The main issues relate to the methodology for defining the settlement boundaries, housing allocations within the AONB, Local Green Spaces in Plymouth and issues affecting the urban fringe.

Local Green Spaces within Neighbourhood Plans

The JLP Inspectors Report raised concerns about the Councils' methodology and overall assessment for Local Green Space designation, suggesting that it was not sufficiently rigorous to comply with national policy. The Officers at SHDC are likely to take this in to account when assessing Neighbourhood Plans in the future and so it would be worthwhile for the Totnes Neighbourhood Plan team to consider the issues raised. The methodology used in designating 20 Local Green Spaces in a recently approved Neighbourhood Plan in the South Hams (Newton and Noss NP) might also be useful (<http://www.n3p.co.uk/wp-content/uploads/2017/11/Local-Green-Spaces-Methodology-and-Assessment.pdf> & <http://www.n3p.co.uk/final-draft-plan-supporting-documents/>).

Development of Council Land

I understand that Totnes Town Council will be offered the role of coordinating public consultation and making recommendations on potential development of The Nursery, Heath's Nursery and Heath Way car parks.

Totnes Rugby Club

Totnes Rugby Club wishes to sign a 40-year lease for fields at Borough Park. They have requested that dogs be excluded from their main playing pitch. My view is that due to there being very few parks in Totnes, Borough Park needs to serve a multitude of functions and I am reluctant to approve access restrictions. However, this might restrict the longterm suitability of using the park for the main rugby pitch for the Club if they progress up through the rugby leagues. Therefore, if the ambitions of the Club are to be realised, either restrictions will need to be agreed at some point, or the Club will need to consider relocating. It is important that clarity is obtained now, in order that the Club is fully aware of the restrictions which will be imposed and they can decide whether or not to take on the lease. It would be helpful to have the views of the Town Council on whether any restrictions would be welcomed (e.g. areas where dogs would not be permitted, perhaps requiring fencing), in order to inform the decisions being made.

Pay on Entry for Public Toilets in Totnes

SHDC is planning to install Pay on Entry systems at the toilets in the Market Square and Coronation Road in October. There will be free access for disabled customers able to use the RADAR locks. In addition, there are plans for the gents toilets on Coronation Road to have needle drop boxes installed.

Pre-application Process Consultation

South Hams District Council is considering changing its procedures for dealing with pre-application planning enquires. A consultation is open until 21st September. A copy of the proposed revised procedure is available at: <https://www.engagement.southhams.gov.uk/preapplicationsconsultation>

Gambling Policy

SHDC is reviewing its gambling policy, with changes relating to the safeguarding of children and vulnerable people at gambling premises, and the location of gaming machines within premises. Once approved, the updated policy will come into effect from January 2019 to January 2022. A consultation is open until Friday 5 October 2018 via: <https://www.engagement.southhams.gov.uk/gamblingpolicy>

John Birch
SHDC Member for Totnes

Report for Totnes Town Council
meeting to be held on Monday 3 September 2018

I report on the following matters.

TOTNES PUBLIC CONVENIENCES - FUTURE PLANS

SHDC is proposing that the public toilets in Coronation Road and those near the Civic Hall be converted into Pay on Entry. The Town Council has been asked for its views.

The estimated cost of installation of the equipment is £20,000 for each building with an anticipated annual income of £4,000 and the anticipated payback period is 5 years. This is based on a charge of 20p for entry. The figure of £20,000 has been provided by SHDC officers following receipt of tenders.

It is proposed that the Pay on Entry system be in the form of a paddleback system rather than coin entry.

SHDC is planning to convert 17 public conveniences throughout the District into Pay on Entry at a total cost of £223,000. Its original cost estimate was £130,000.

YOUTH SESSIONS TO START UP AGAIN.

Sufficient funds have been raised to recommence the Friday evening youth sessions at the Totnes Leisure Centre. A big thanks to Tadpool and the Totnes Town Council for their contributions. Other funds have come from the Totnes District Councillors' and County Councillor's Locality Fund as well as a contribution from the Community Safety Partnership.

It is hoped that the Friday evening youth sessions will start on Friday 21 September 2018.

Sufficient funds have been raised to run the sessions for 18 months and hopefully there will be funds available to keep the sessions running after that. The youth evenings are for 11-18 year olds but from past experience it tends to attract those between 11 and 16 years old.

Fusion, the leisure centre operator, is currently putting together a programme which will likely include some fitness activities, team sports such as football, and it is hoped that some of the local clubs such as rugby and tennis will also offer sessions. There will also be programme time in the pool and the gym.

RULING PARTY VOTES FOR FUNDS FOR SECRET PROJECTS

At the July SHDC Full Council meeting I opposed the ruling party's plan to spend up to £150,000 on its secret development plans in Totnes, Ivybridge, Kingsbridge and Salcombe.

I argued that council taxpayers should be given details of the proposed developments before any approval is given to spend large sums of money on consultants advising the council on the projects.

The administration was not prepared to disclose the proposed development sites and when put to the vote the ruling party's councillors voted through the expenditure of £150,000 on the secret projects.

I along with the other Lib Dem and Green councillors voted against such expenditure.

MISSING VILLAGE GREEN AT FOLLATON OAK

It was part of the planning permission granted to Linden for the housing development at Follaton Oak that it provide a village green. The planning documents required Linden to provide the following;

1. The retention of the mature Oak tree and provision of new planting;
2. Provision of opportunities for food production and community cohesion through the provision of raised planters; and
3. Play equipment providing recreational opportunities for all generations.

Other than the retention of the oak tree, none of the works set out above have been carried out and yet Linden considers the development to be complete.

I have had a meeting on site with SHDC enforcement officers and steps are being taken that will hopefully result in Linden returning to complete its planning obligations.

Cllr John Birch
SHDC Member for Totnes
24 August 2018

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Key Issues

Green Travel Plan for Totnes & Environ

Further to my report at the last TC meeting, a Totnes Travel Partnership has now been formed under the auspices of SHDC to take forward the Green Travel Plan that is being supported with s106 monies from Baltic Wharf and Follaton Oak. The new group includes a group of DCC, SHDC and TC officers and Councillors, and Transition Town Totnes rep. Tracey Cheeseman from TTT will continue to be the Green Travel Coordinator under this partnership. James Kershaw Environmental Health Officer (SHDC) is one of the officers in the partnership as the remit will include seeking to support and implement measures to improve air quality along the Totnes Air Quality Management Area. The partnership will also monitor the s106 monies coming forward (i.e. as the phasing of these housing developments proceed). The first action agreed at the inaugural meeting was to review and recommend updates and revisions to the Totnes TC Transport Policy 2014 which includes a list of improvement schemes (proposed by Totnes on The Move). This coordinates well with the same review proposed for Totnes & District Transport Forum's next meeting (Sept. 26th). It is hoped that recommendations coming from what will be a comprehensive review will be ready for consideration and further recommendation of approval by Totnes TC at the November Full Council. This new partnership is potentially highly significant as it has the potential to take forward and implement a number of important transport improvement schemes that have been sitting on a list for almost 5 years. It also has implications for adjacent rural parishes who are affected by key routes in and out of Totnes.

HIGHWAYS MATTERS:

Collapsed wall in Maudlin Rd: update. The liability wrangle has been moved forward and it looks like a compromise will be reached whereby the wall will not be rebuilt but the land terraced to avoid further collapses and the high expense of rebuilding. The Council is likely to pick up the cost of finally clearing the debris from the road. The lifting of the road closure has still not been confirmed.

Collapsed Pavement in Castle Street. Two months on and the public footpath remains dangerous. I am increasingly concerned about the apparent lack of any progress in Castle Street. I know that the neighbouring residents are rightly worried and concerned that little has happened to render the footpath safe since the incident that caused it to collapse took place over two months ago, and that the building site with its deep trenches, which have now filled with water are worrying many people concerned about flooding. I have complained to DCC Highways officers that the public footpath continues to be unsafe and partially closed off with temporary barriers that seem very insubstantial against the three meter drop that now runs alongside the footpath and poorly signposted (home-made signage). With the weather having returned to our more usual showers and less heat, the closure of the path requires the public to either try and walk on a fairly steep slope which is increasingly muddy and slippery, or are forced into crossing the road in a rather dangerous place. Difficult and dangerous for able bodied pedestrians, very difficult and dangerous for the less able or those with wheelchairs, buggies or walking sticks.

DCC has formally requested the landowner to provide a construction management plan for the site development and footpath repairs; this is awaited and will need to be approved by officers prior to any further works on the site which has therefore been **formally shut down. In the meantime, the landowner is required to make the fence stronger and more secure.**

I have also been in contact with Devon Building Control and the Health and Safety Executive (HSE); both parties have made several site visits. Devon Building Control are satisfied that "all works accord with the applicable Building Regulations. Furthermore, for the avoidance of any doubt, the neighbours' concerns are completely unfounded and will not be responded any more by this department". The HSE has informed me that they have written to the landowner "he has a responsibility under the Construction (Design and Management) Regulations to ensure that any excavation is safe. I have written to him to make the site safe"

I am extremely concerned about the ongoing legal situation of this as well as the extended time with nothing apparently being done to improve the situation that would lead to the footpath being reopened safely. I have dropped letters to nearby residents to keep them updated of the situation and I will continue to press for the works to the public footpath to be prioritised and carried out as soon as possible.

South Hams HATOC 6th July 2018: Items I requested to be on the agenda

- **Totnes - Littlehempston cycle path update and progress report:**
This was taken forward and a meeting with SWW and the Steam railway with Officers and County Cllrs will be requested. Monies to develop the path (est. £30-40,000) were reported to potentially be available via the A385 Traffic Management plan funding.
- **Dartington Village Centre – 106 monies, speed limits and safety. Plus site visit to include Parish Councillors:**

A Site visit has been set up for the end of July with Parish Councillors and County Councillor with Highways Officers. This will inform a site visit of all the HATOC committee in advance of the next SH HATOC (Nov'18). The 106 monies are being looked into by SHDC Monitoring Officer.

- **Maudlin Road collapsed wall– update on progress.** The legal wrangle continues, but it was agreed the Road Closure Notice will be lifted.
- (I also requested that the outcomes of the **SHDC Clear Air Strategy Review and public consultation** be on the next SH HATOC agenda – this was agreed)

Maps of drainage and buddleholes. To assist the parishes I represent with taking on devolved Lengthsmen work I requested hard copies of A1 drainage maps for all my rural parishes – these have been produced and given to each including Totnes.

OTHER ITEMS

DCC (Former Leader), Lead Councillor Breach of Code of Conduct. Leaders of all four political groups at Devon County Council issued a joint statement to staff in July, following a serious breach of the Council's Code of Conduct by a senior councillor.

"The Council's cross-party Standards Committee issued a notice of public censure to Councillor Brian Greenslade this week, following a formal complaint made against him, regarding alleged sexual harassment and abuse of a number of female employees over a number of years.

The joint statement reads:

- We must ensure that our staff enjoy a safe and welcoming environment.
- They work hard to provide vital services for the people of Devon and we firmly believe that they are fully entitled to go about their business in an atmosphere of mutual trust and respect.
- We will not tolerate any actions that leave them feeling threatened, fearful or intimidated, or to be treated with disrespect.
- As councillors and political leaders, we have even more of a duty to ensure that our own personal behaviour is exemplary and seen to be exemplary.
- The Council has established policies and guidelines on what is, and what is not, acceptable behaviour and robust procedures for ensuring that all complaints are dealt with thoroughly and fairly, and anyone who feels they have been treated inappropriately in any way can feel confident in using this process.
- This serves as a timely reminder that all of us involved in public life must be prepared to uphold the highest standards of behaviour and integrity in our dealings with staff and the communities we serve."

Cllr Greenslade has also been stripped of his Committee seats and other responsibilities and has been dropped as Group Leader by the Liberal Democrats party he represented.

Gypsy & other Traveller sites. As many of the enforcement cases relate to illegal traveller sites I have written to Sophie Hoskins CEO at SHDC to request that a more creative approach is taken to accommodating the wider community of people now living as travellers. I have proposed that a Gypsy and Traveller Forum as established (and very productive in Teignbridge) is established in SHDC. While I am aware that SHDC and DCC officers have been meeting to discuss these issues, and I have not received my requested updates there remains a large number of concerned settled and traveller residents living with great uncertainty.

Seagulls. In response to continued public and environmental health concerns raised by local residents, I arranged with SHDC Dai Antil Neighbourhood Officer for some bin stickers and posters to be produced that could be posted around Totnes asking people to avoid leaving food waste that can attract seagulls. I went with Dai on August 8th to put these out. I have been following up complaints raised at Totnes TC meeting in May, further to which I have also sent requests to SHDC Street Scene officer asking for improvements to quicker and more thorough cleaning up after markets. I have also personally purchased two bird scarer birds and hologram tape to stick onto bins deter the birds (I am awaiting permission to apply these latter items). I think we need to do more especially in terms of how waste is collected to reduce and where possible eliminate food waste being available to wildlife in public areas.

This past month I have made formal submissions on:

Marine Conservation Zones public consultation: This June, the Government announced it's ambition to create 41 more Marine Conservation Zones in the seas around England, adding to the 50 that have already been designated. I joined the Wave of Support campaign which received over 20,000 responses calling for better protection of our seas including that these sites are managed correctly, to give our ocean wildlife the best possible chance of recovery.

Cross Country Franchise public consultation on their rail services. Based on the submission by Totnes Rail Partnership group which I fully endorsed and circulated to the DCC Devon & Exeter Rail working group I'm a member of.

My submissions are available for public viewing and information (and recycling) on a website blog I have set up: You are welcome to reiterate points and issues I raise in my responses: www.jacqihodgson.org

Attendance at meetings etc. as elected public representative:

Weds July 4 th	Totnes Traffic & Transport Forum Staverton PC meeting
Friday July 6 th	South Hams HATOC: (see report in highlighted issues above) Totnes Rural Area Youth Engagement (TRAYE) project: Staff Review
Tues July 10 th	Harberton PC meeting
Weds July 11 th	Dartington PC Meeting
Thurs July 12 th	Meeting with Westwood Support Services to discuss their therapeutic projects.
Fri July 13 th	DCC Devon & Exeter Rail Project working party meeting. An update on progress with upgrades from GWR was provided and discussed. A response to the Cross Country Franchise public consultation was agreed.
Mon July 16 th	DALC County Committee meeting.
Thurs 19 th July	DCC Full Council Meeting. Reports were circulated further to questions raised by members: <ul style="list-style-type: none">• School funding and child poverty• 20 mph zones around schools• Childhood obesity
Weds 25 th July	DCC Development Management Committee
Fri 27 th July	DCC Highways Officers, Dartington P.Cllrs and Neighbourhood Plan reps and myself met to discuss the Village Centre issues that I raised at South Hams HATOC in April. This was very productive and will inform the wider site visit by all HATOC Members in November.
Thurs 2 nd August	Berry Pomeroy PC meeting
Weds 8 th August	Meeting with SHDC Dai Antil Neighbourhood Officer to post bin stickers and posters around Totnes asking people to avoid leaving food waste that can attract seagulls. Totnes Rural Area Youth Engagement (TRAYE) project meeting with youth workers
Sat 11 th August	Public Meeting on hazards of mobile phone masts and new G5 masts. Very worrying.
Fri. 17 th August	Landworks Annual Open Day – very inspiring.

Diary Dates

Weds 12 th Sept.	10.15am	DCC Cabinet Meeting
Thurs 4 th Oct.	2.15pm	DCC Full Council

ROBERT VINT
SHDC Member for Totnes

DISTRICT COUNCILLOR'S REPORT TO TOTNES TOWN COUNCIL
29th August 2018

1. Key Meetings Attended

- Wed 4th July. Development Management Committee**
- Thu 19th July. Executive Committee**
- Thu 26th July. Full Council**
- Mon 30th July. Site Inspections**
- Wed 1st Aug. Development Management Committee**
- Thu 2nd Aug. Meeting with Head of Assets re Rear of Follaton House**
- Thu 2nd Aug. Overview & Scrutiny Committee**
- Tue 14th Aug. Meeting with Sarah Wollaston MP re UK Fracking Policies**
- Fri 17th Aug. Totnes Travel Partnership**
- Tue 21st Aug. Briefing re Borough Park & lease to Rugby Club**
- Tue 28th Aug. Briefing on National Planning Policy Framework (NPPF) revisions.**

ISSUES

2. Executive Committee & Full Council & Overview & Scrutiny Committee

The Executive, in closed session, discussed proposals for possible development on its sites. I asked a question in the Public Question time – which is attached.

3. Planning Matters. On 30th July the planning committee visited the site of a controversial proposal for 210 houses on a greenfield site in the AONB on the edge of Dartmouth (3475/17/OPA). Strong objections from the South Hams AONB Manager, together with Government revisions to the National Planning Policy Framework (NPPF) on 24th July (see below) – tightening up on construction in AONB's - may result in major revisions to this proposal – and the application was withdrawn from the 1st August Development Management meeting. On the 3rd September we will be visiting the site of another large proposal – for 110 houses near Lee Mill (1303/18/OPA). **Planning Training:** I have asked SHDC to provide a training session for Town and Parish Councillors and Clerks on planning issues as all councillors making planning recommendations are expected to be familiar with the relevant legislation. Any Town Councillors making planning recommendations should try to obtain such training – either via SHDC or via DALC.

4. Meeting with Head of Assets re Rear of Follaton House

Creation of a footpath from the Follaton Oak site around the back of Follaton House was discussed. This formed part of the Follaton Oak application but has not yet been implemented.

5. Totnes Travel Partnership

A committee of local District and County Councillors has been set up to oversee the expenditure of earmarked S106 contributions on implementation of local travel plans – including the Town Council's Traffic & Transport Plan, the District Council's Air Quality Action Plan and the Baltic Wharf Green Travel Plan. I am reasonably reassured that, with SHDC's assistance, this committee – and not DCC – may now be in control of how this money is spent on the agreed local plans.

6 Briefing on National Planning Policy Framework (NPPF) revisions.

The NPPF was revised on the 24th July. We were informed that one consequence was that developments proposed in the AONB in SHDC's Joint Local Plan would not accord with new restrictions on construction in AONBs. We were assured (to my surprise) that this change would *not* result in a requirement to build more houses elsewhere in the South Hams.

7. Meeting with Sarah Wollaston MP re UK Fracking Policies

Local campaigners invited local councillors to meet with Sarah Wollaston MP, on the 14th August, to discuss responses to Government revisions to the National Planning Policy Framework (NPPF) that require local authorities to promote fracking (aka "unconventional hydrocarbons"). I and Cllr Webberley attended. The concern is principally about para 209 of the revised NPPF, which requires local planning authorities to:

“recognise the benefits of on-shore oil and gas development, including unconventional hydrocarbons, for the security of energy supplies and supporting the transition to a low-carbon economy; and put in place policies to facilitate their exploration and extraction”

It is very unclear how promoting fossil fuels, rather than renewable energy, will “support the transition to a low-carbon economy” - and telling local authorities how to make such decisions appears to go against the Government’s declared policy to promote “localism”. The campaigners will therefore be inviting councils to challenge this policy. I am also discussing a possible Parliamentary Question on the matter with our MP.

8. Land to the rear of 9, Queen’s Terrace (Castle Street)

Matters are still not resolved at this site (see my previous report). Following ongoing complaints about health and safety on the site – and then flooding of the excavated site with stagnant water, I spoke again with a senior Health and Safety Officer who assured me that all work on the site had been suspended until the developers had drawn up and obtained approval for a construction management plan on the site. The Health and Safety Executive have notified Devon Building Control about their concerns and have passed them photographs of the site as it is now.

Devon Building Control said that they:

“can confirm that we (Devon Building Control) are inspecting the ongoing works and have to date carried out numerous inspections; the most recent of which being undertaken on 19 July 2018 to inspect excavations. Inspections have also been undertaken on the following dates: 3 April 2017; 28 July 2017; 1 August 2017; 10 August 2017; 2 May 2018; 15 June 2018; 3 July 2018 and 4 July 2018. The works, so far, have been found to be in accordance with the requirements of the Building Regulations.”

However, the head of Building Control stated, rather bluntly, that they had no intention of carrying out a full structural survey of the excavated hole next to the neighbouring house.

Minutes of a meeting of the South Hams Executive held on Thursday, 19th July, 2018 at 10.00 am at the Repton Room - Follaton House

EXTRACT

Public Question Time E.14/18

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

Question 1 from Dr Richard Szczepura:

“Can the Council immediately publish a list of the sites being considered for development by SHDC, as referred to by Cllr Tucker in an article in the Totnes Times, 15 June 2018?”

In response, the Deputy Leader advised that no agreements had been entered into, that all assets were under review and as they came forward they would be given consideration.

Dr Szczepura asked a supplementary question as follows:

Can Cllr Tucker confirm for the record, the date that any discussions have taken place with interested parties?

The Deputy Leader advised that no discussions had taken place with interested parties.

Question 2 from Cllr Robert Vint:

With reference to Minute E.8/18 of 14 June 2018, has the Council currently entered into any confidentiality agreements with any third parties in relation to potential development of any Council-owned assets? Were any such agreements written or verbal and were they authored by the Council or by third parties?

In response, the Deputy Leader advised the following:

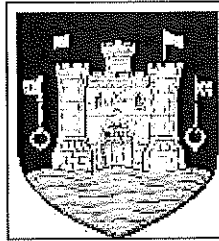
‘There are three parts in the response to this question:

1. No formal agreements have been made in relation to individual developments;
2. On 14 December 2017, the Group Manager (Business Development) entered into a mutual non-disclosure agreement with CCD Developments in relation to their Scoping Report – excerpts of which were appended to the exempt Executive report that was considered at the last meeting held on 14 June 2018 (Minute E.08/18 refers);
3. On 11 June 2018, the Section 151 Officer and Deputy Monitoring Officer held a telephone conversation with Mr Charlie Miller (the author of the previously referred to scoping report). The conversation was entirely confidential and, during this conversation, Mr Miller made it clear that he would always have an expectation of complete confidentiality when advising public sector organisations at this early stage of assessment and research.’

Cllr Vint asked a supplementary question as follows:

At whose request are the Council imposing confidentiality or are we being asked to abide by an outside party confidentiality agreement?

In response, the Deputy Leader advised that it was a combination of both.



DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 2nd JULY 2018 AT THE GUILDHALL TOTNES

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

Apologies: Councillors Whitty and M Adams.

In Attendance: Catherine Marlton (Town Clerk), Christina Bewley (minutes), Peter Bethel (Town Sergeant), District Councillor Green, Soundart Radio, 1 member of the Press and 16 members of the public.

No	Subject	Comments
1	To receive apologies.	Apologies were given by Councillors Whitty and M 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.	Cllr Simms declared that he now has an office in town. Cllr Piper declared that he is now a Trustee of the Network of Wellbeing. It was RESOLVED to accept the amendments.
3	<p><i>The Council will adjourn for the following items:</i></p> <p><u>Public Question Time:</u> A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Council or other items that affect Totnes.</p>	<p>A member of the public asked about the Market Square plans and the Clerk responded.</p> <p>A member of the public raised concerns about the re-direction of the footpath at Baltic Wharf. He also requested that an archeology report is carried out before any work is done on Market Square.</p> <p>A member of the public raised concerns about SHDC selling off assets. The list includes two town centre carparks. The Town Council needs to object now before the plans are advanced.</p> <p>A member of the public raised concerns over the secrecy surrounding the assets included on SHDC's list of assets proposed for sale. SHDC need the Totnes Neighbourhood Plan so that they can take it into consideration. The Mayor advised that this will not be ready until December/January.</p> <p>A member of the public referred the meeting to a clause in the draft JLP.</p> <p>A member of the public asked when a final vote would be taken on the Market Square proposal. The Clerk explained the process and that the full Council</p>

	<p><u>Reports from County and District Councillors</u></p> <p style="text-align: center; font-size: 48px; opacity: 0.5;">DRAFT</p> <p><i>The Council will convene.</i></p>	<p>would be voting on the final proposal at the September meeting.</p> <p>County Cllr Hodgson provided a written report. She reported that Maudlin Road is still closed although emergency vehicles can get through, but she has raised her concerns about the closure.</p> <p>District Cllr Green provided a written report. He advised that he will be meeting with officers about the lack of accessibility for wheelchairs and pushchairs on the footpath at Baltic Wharf. The issue of the proposed sale of assets by SHDC was discussed. A small group of Town Councillors will be meeting with SHDC Executive about the proposed sales and they will feedback to the Full Council. The Mayor has appointed herself, the Clerk, the Chair of the Neighbourhood Plan T&F Group, and the Chairs of the two council committees as the attendees for that meeting.</p> <p>The use of s106 money for affordable housing was discussed. District Cllr Green advised that SHDC have now appointed an officer to monitor the use of the funds. It was agreed that proposals for the use of the money would be included on the next Planning & Place Committee (now Town Matters Committee) agenda.</p> <p>District Cllr Birch provided a written report.</p>
4	<p>To approve and sign the Minutes of the following Meetings:</p> <ol style="list-style-type: none"> a. Full Council 4th June 2018 b. Planning and Place 7th June 2018 c. People Committee 14th June 2018 d. Operations Committee 25th June 2018 e. Personnel Committee 25th June 2018 	<p>It was RESOLVED to approve and sign the Minutes of the following meetings :</p> <ol style="list-style-type: none"> a. Full Council 4th June 2018 b. Planning and Place 7th June 2018 c. People Committee 14th June 2018 d. Operations Committee 25th June 2018 e. Personnel Committee 25th June 2018
5	<p>To consider any matters arising from the Minutes <u>and to approve any recommendations</u> from Committees <i>(Please note confidential recommendations can be agreed but any discussion must be held in Part 2):</i></p> <ol style="list-style-type: none"> a. Full Council 4th June 2018 b. Planning and Place 7th June 2018 c. People Committee 14th June 2018 d. Operations Committee 25th June 2018 e. Personnel Committee 25th June 2018 	<p>The following matters arose:</p> <ol style="list-style-type: none"> a. <u>Full Council 4th June 2018</u> <p>Item 3 – The Air quality measuring methods will be included at the next Town Matters Committee meeting.</p> <ol style="list-style-type: none"> b. <u>Planning and Place 7th June 2018</u> <p>Item 4 – The sign has now been removed.</p>

		<p>Item 5 – It was RESOLVED to accept the recommendation.</p> <p>c. <u>People Committee 14th June 2018</u></p> <p>Item 4 – It was AGREED to amend the wording in the last sentence to say ‘the funds allocated by 31st March 2019’.</p> <p>d. <u>Operations Committee 25th June 2018</u></p> <p>Item 4 - It was AGREED that the use of the funding provided by the Council should be monitored to ensure a suitable service is provided. The Clerk was asked to ensure a detailed breakdown was brought back to Council Matters Committee.</p> <p>Item 6 - It was RESOLVED to accept the recommendation.</p> <p>Item 9 - It was RESOLVED to accept the recommendation.</p> <p>e. <u>Personnel Committee 25th June 2018</u></p> <p>None.</p>
6	<p>To elect a Recess Committee of the Mayor, Deputy and Committee Chairmen which will have delegated authority to deal with any matters which may arise during August when the Council is in recess. Any such decisions will be reported to the Council in September.</p>	<p>It was RESOLVED to elect a Recess Committee with members and powers as proposed.</p>
7	<p>To elect representatives and chairs onto the new committee structure.</p>	<p>The Chair reminded Councillors about their responsibility for giving apologies if they are unable to attend meetings and the need to arrive promptly on time for the start of meetings.</p> <p>The Committee meeting dates have been set. The Clerk explained the proposed membership of the Committees.</p> <p>It was RESOLVED to approve the following nominations:</p> <p>Town Matters Committee – Cllr Hendriksen, Cllr Sweett, Cllr Hodgson, Cllr Webberley, Cllr Sermon, Cllr Piper, Cllr Vint, Cllr Paine, Cllr Parker and Cllr Allen. Chair – Cllr Hendriksen. Deputy chair – Cllr Sweett</p> <p>Council Matters Committee – Cllr Whitty, Cllr Simms, Cllr M Adams, Cllr R Adams, Cllr Sweett, Cllr Price, Cllr</p>

		Westacott (MBE), Cllr Piper, Cllr Paine and Cllr Hodgson. Chair – Cllr Whitty The Deputy Chair of the Council Matters Committee would be appointed at the first meeting.
8	To receive an update on the Neighbourhood Plan.	A written report was provided by Cllr R Adams which was read out. Concerns were raised about the lack of access to the last NP Task & Finish Group meeting, and the possible duplication of work in commissioning a new Green Infrastructure Plan. Cllr R Adams confirmed the T&F Group meetings are open to all and apologised that access had unknowingly been restricted. She advised that recordings of the meetings are available on the Neighbourhood Plan website. She also explained the need for a new Green Infrastructure Plan to include aspects that have not been covered in work that has been done in the past. Cllr R Adams advised that Cllr Simms will Co-chair the T&F Group meetings to allow Cllr R Adams time to work on the NP document.
9	To note the updated Financial Regulations (changes due to Standing Orders review).	Noted and approved.
10	To consider a brief for the Market Square project.	The Clerk explained that public comments on the 9 designs have been collated. Some 'must haves' have been identified and these will be sent to the Architects to form the part of the outline brief for Phase 1. Following discussion it was AGREED that, with the addition of bike racks, the details listed should be sent to the Architects and SHDC to allow a proposal to be prepared for the September Full Council meeting. This would then go out for public consultation.
11	To consider a proposal for a footpath diversion at Baltic Wharf.	The proposed footpath diversion was discussed and it was RESOLVED to object to the proposal. It was AGREED that the Clerk and Cllr Hodgson would provide a response to DCC on behalf of the Town Council.
12	To note the date of the next meeting: Monday 3rd September 2018 at 7pm (Recess Committee Thursday 9th August at 11am)	Noted.

Ended 8.45pm


Catherine Marlton
Town Clerk



4b

DRAFT MINUTES FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 9TH JULY 2018 AT THE GUILDHALL TOTNES

Present: Councillor R Adams, Cllr M Adams, Cllr Simms, Cllr E Price, Cllr J Westacott MBE, Cllr P Paine, Cllr J Hodgson, Cllr Sweett

Apologies: Cllr T Whitty

In Attendance: Catherine Marlton (Town Clerk), Cllr Allen, Cllr Hendriksen, 1 member of the public

No	Subject	Comments
1	To appoint a Deputy Chair of committee (who will chair in Cllr Whitty's absence)	Cllr A Simms was nominated and AGREED as Deputy Chair of the Council Matters Committee. Cllr A Simms chaired the meeting in the absence of Cllr Whitty.
2	To receive apologies and to confirm that any absence has the approval of the Council.	Apologies were received from Cllr T Whitty and these were AGREED .
<i>The Committee will adjourn for the following item:</i>		
	Public Question Time: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.	Concerns were raised by Cllr Allen, Cllr Hodgson and a member of the public regarding the meeting arranged between SHDC and 3 Totnes Town Councillors. They felt strongly that all Councillors and District Councillors should have been invited to attend the meeting. Cllr Westacott explained that the meeting was called by SHDC Leader Cllr Tucker who specified a limited number of representatives. Cllr Westacott explained that she would feedback to a future Full Council meeting in full.
<i>The Committee will convene to consider the following items:</i>		
3	To discuss any matters arising from the minutes of: a) Personnel 25 th June 2018 b) Operations 25 th June 2018	None (already agreed through Full Council).
4	To consider the budget monitor and any virements needed.	The Town Clerk updated that at this time no virements were needed. However she warned that money from reserves and virements would be needed in the 18/19 financial year when accurate costings were ready for remedial and maintenance works coming out of the assets survey. A significant underspend in 2017/18 should cover these additional costs. Further information would be sent to a future Council Matters meeting.
5	To consider air quality testing in the town.	It was AGREED that Cllr Westacott should thank the member of the public for the kind offer of free air quality testing and ask for results to be fed back the Full Council in due course.
6	To note the application to the Great British High Street Awards	The Marketing Manager was congratulated on the application and asked to send the details out to all Councillors.
7	To note the date of the next meeting: Monday 10th September 2018 at 7pm.	Noted.
<i>The Council will be asked to RESOLVE to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>		
8	To consider and agree the bank and petty cash reconciliations	These were AGREED .

	(confidential as contains personal information of payees).	
9	To consider a proposal for expenditure on the Neighbourhood Plan project (commercially sensitive)	<p><i>The committee voted to suspend standing orders to allow non committee members to contribute.</i></p> <p>Cllr R Adams explained the reason the Neighbourhood Planning group felt that the strategy proposed was so essential. Cllr Simms supported this and explained that the strategy would strengthen and support work already done and was required to make the Totnes NP robust enough to be adopted. Cllr Westacott said that the timescale for commencing the work was extremely tight and the contractors needed to be appointed for a September start in order to fit the current JLP timeline. Cllr Hodgson asked whether there was enough in the specification on the ecology side. Cllr R Adams responded to say that she would speak to the provider but that if additional works were required there was still capacity in the NP budget for the current year. The Town Clerk confirmed that approximately £3900 would remain in the NP budget line for the remainder of 18/19 and that the Council Matters committee had delegated authority to authorise expenditure up to £10,000.</p> <p><i>The committee reconvened</i></p> <p>It was RESOLVED to spend £8250 on the Green Infrastructure Strategy as outlined in the Landsmith Associates proposal. 7 Councillors in favour, 1 against.</p>

Catherine Marlon
Town Clerk



4C



DRAFT MINUTES OF THE MEETING OF TOTNES TOWN COUNCIL RECESS COMMITTEE
THURS 9TH AUGUST 2018 AT THE GUILDHALL TOTNES

Present: Councillors Westacott MBE (Chair), R Adams, and Whitty.

Apologies: Councillors Hendriksen and Sweett.

In Attendance: Councillors M Adams, Allen, Hodgson, Paine, Catherine Marlton (Town Clerk), and Sara Halliday (Administrator).

No	Subject	Comments
1	To receive apologies.	Apologies were given by Councillors Hendriksen and Sweett. It was RESOLVED to accept the apologies.
The Committee adjourned for the following items:		
	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.	There were no members of the public present.
The Committee convened to consider the following items:		
2	<p>To note or make recommendations on the following works to trees in a conservation area:</p> <p>2a) 2363/18/TCA – T1: Lime – crown reduction by approx. 1 metre to re-shape crown and keep within confines of garden. 12 Mount View Terrace, Totnes, TQ9 5EB.</p> <p>2b) 2381/18/TCA – T1-T8: Cherry – crown lift to up to 2 metres from ground level, blocking pedestrian access to graves. St Mary’s Church, High Street, Totnes.</p>	<p>No objections.</p> <p>No objections.</p>
3	<p>To make recommendations on the following planning applications:</p> <p>3a) 1180/18/FUL & 1181/18/LBC – Listed Building Consent for renovation and retention of ground floor commercial space with associated kitchen and WC (A1 Shop and/or B1 office use) with existing flat above forming part of or separate to commercial use at No 8. Renovation and alteration to No 8A returning to former use as dwellinghouse (Class C3) with pool to rear. The Proctors House, 8 & 8A High Street, Totnes, TQ9 5RY.</p> <p>3b) 2310/18/FUL & 2311/18/LBC – Listed building consent for construction of entrance ramp. Totnes Conservative Club, Station Road, Totnes, TQ9 5HW.</p> <p>3c) 2278/18/HHO – Householder application for proposed sun lounge extension to the rear, slate hanging to the first floor, porch canopy to front</p>	<p>No objections.</p> <p>No objections.</p> <p>No objections.</p>

<p>entrance. 2 Gills Nursery, Totnes TQ9 5DG.</p> <p>3d) 2179/18/HHO – Householder application for new ground floor kitchen & dining area extension with new dormer roof extension to provide two additional bedrooms. 7 Westonfields, Totnes, TQ9 5QU.</p> <p>3e) 2418/18/PHH – Notification for prior approval for proposed larger home extension extending 3.2m beyond rear wall, with maximum height of 3.3m and height at eaves of 2.1m. 3 Sunnymead Terrace, Denys Road, Totnes, TQ9 5TH.</p> <p>3f) 2272/18/LBC – Listed building application for installation of a communal fire alarm system to the communal areas. The Manor House, Coronation Road, Totnes, TQ9 5DF.</p> <p>3g) 2360/18/VAR – Variation of condition 2 (approved plans) following planning consent 2917/17/FUL (new 3 bedroomed house). 75 Higher Westonfields, Totnes, TQ9 5QZ.</p> <p>3h) 2118/18/HHO – Householder application for rear single storey extension to dwelling. 27 Sparkhays Drive, Totnes, TQ9 5LD.</p> <p>3i) 1802/18/LBC – Retrospective listed building consent for roof works. 94 High Street, The Narrows, Totnes, TQ9 5SN.</p>	<p>No objections.</p> <p>No objections, but the Committee would wish to see a complete and current wildlife survey before works commence.</p> <p>No objections.</p> <p>No objections.</p> <p>Subject to the drainage issue raised by the internal consultation process being addressed, no objections.</p> <p>No objections.</p>
<p>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.</p>	
<p>4</p> <p>To consider the funding of the youth nights at the Pavillions (commercial sensitivity)</p>	<p>It was RESOLVED that Totnes Town Council contributes £2500 towards the overall costs of the hire of the facilities for the youth nights at the Pavillions, provided that all other funding sources are in place.</p>
<p>5</p> <p>To note the date of the next Full Council – 3rd September 2018 at 7pm in the Guildhall.</p>	<p>Noted.</p>



**DRAFT MINUTES OF THE TOWN MATTERS COMMITTEE
THURSDAY 19TH JULY 2018 AT THE GUILDHALL TOTNES**

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

No	Subject	Comments
1	To appoint a Deputy Chair of Committee.	Cllr Sweett declared a wish to stand as deputy chair. This was nominated by Cllr Hodgson, seconded by Cllr Piper and agreed by unanimous vote.
2	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.	There were no members of the public present.
	<i>The Committee will convene to consider the following items:</i>	
3	To discuss any matters arising from the minutes of: <ul style="list-style-type: none"> a) People Committee 14th June 2018 b) Place Committee 28th June 2018 	<p>Matters arising:</p> <p>3a Item 3 – It was AGREED that the Christmas Markets would be an agenda item for a future meeting.</p> <p>3a Item 5 – Fusion has allocated funding for a new hoist and has completed an assessment of the associated equipment.</p> <p>3a Item 6 – It was AGREED that the library consultation should be put on the TTC website.</p> <p>3b Item 4 – A letter of objection has been sent to SHDC about the proposed diversion of footpath No.2. It was AGREED to request a site visit with the SHDC case officer.</p>
4	To make recommendations on the following planning applications: <ul style="list-style-type: none"> 4.1) 2064/18/FUL – Conversion of existing redundant agricultural barn to new dwelling. Bourton Linhay, Bourton Lane, Totnes, TQ9 6LA. 4.2) 1891/18/FUL – External alterations to existing building including new cladding, windows and doors. Parkers Barn, Parkers Way, Totnes, TQ9 5UF. 	<p>Applications available on the SHDC website – www.southhams.gov.uk</p> <p>Support, subject to the SHDC Air Quality Action Plan officer confirming that conversion of this barn to a residential dwelling would not compromise any future proposals for traffic management across this land.</p> <p>Support. The Committee would seek assurances that the timber cladding meets building and fire regulation requirements.</p>

	<p>4.3) 1129/18/FUL – New dwelling in front garden. 4 Argyle Terrace, Totnes, TQ9 5JJ.</p> <p>4.4) 1987/18/LBC – Listed building consent to replace slate roof to lean-to on east side elevation, with standing-seam zinc sheeting with 2no. fixed glazed roof lights on south side of roof. Change location of back door to south side of lean-to and internal alterations to stud walls. West Hill House, 10 Leechwell Street, Totnes, TQ9 5SY.</p> <p>4.5) 2077/18/HHO – House application for new single storey extension to rear and new porch to front of property. 10 Walnut Close, Totnes, TQ9 5GF.</p> <p>4.6) 2263/18/HHO – Householder application for demolition of outhouse and erection of new single-storey extension. 29 Higher Westonfields, Totnes, TQ9 5RA.</p> <p>4.7) 1755/18/HHO – READVERTISEMENT (Revised Plans Received) Householder application for enlargement of rear extension and construction of rear dormer. 33 Christina Park, Totnes, Devon, TQ9 5UR.</p>	<p>Cllr Hodgson declared a personal interest. Objection for the following reasons:</p> <ul style="list-style-type: none"> • Concerns about the parking provision for the new property. • Concerns about ongoing flooding at Malt Mill Lane. The Committee seeks assurance that this development would not be a contributing factor to this problem. • The planned dwelling is neighbourly, over massing the plot in terms of size and height. <p>Objection. The proposed plan is detrimental to the visual impact in a conservation area. The Committee would recommend re-using the slate on the roof.</p> <p>No objection.</p> <p>No objection.</p> <p>No objection.</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>		
5	<p>To consider a request for Totnes to become a 'Plastic Free Community'.</p>	<p>There was discussion of the practicalities of TTC signing up to be a zero single plastic use office. Ideas for segregated bins to facilitate more recycling in the Civic Hall and Market Square were suggested. To RECOMMEND to Full Council that:</p> <ul style="list-style-type: none"> • TTC supports the Plastic Free Community project and its aims and objectives; • TTC appoints Councillor(s) as representative(s) on an outside body once the Plastic Free Community Steering Group is set up; and • TTC asks advice from Plastic Free Totnes of ways to minimise TTC plastic waste and invite SHDC to attend.
6	<p>To consider a regular programme of Link Councillor updates to the Town Matters Committee.</p>	<p>It was AGREED that regular link councillor updates would be included in the agenda. This did not preclude link councillors bringing urgent items to the</p>

		Town Matters Committee as required (provided that the request is received 7-10 days in advance to be included in the agenda). Reminders will be sent to all Link Councillors in advance of the Committee.
7	To update on the 'Battle's Over – A Nation Remembers' event on 11th November 2018.	<p>An update was given of local events on 11th November planned by St Mary's Church (a grant application for a silhouette installation, and Image Bank photographs of the dedication of the War Memorial, in addition to the usual morning service of remembrance) and the Royal British Legion (who will launch the 'Thank You' campaign on 5th August, 100 days before the 11th November). Totnes Museum is considering an exhibition focussed on the local war effort. The Air Training Corps and Brownies wish to be involved in the TTC-organised 'Beacon of Light' on Kingsbridge Hill. Ideas from Councillors for events building up to the beacon lighting include holding a candlelit procession from the War Memorial to Kingsbridge Hill, and the reading out of the names of the dead by the Town Crier (blowing out a candle to signify the loss of a life).</p> <p>The Administrator explained that there is not sufficient Council Officer resource to manage this event. It was AGREED that the wider community needs to know that TTC supports these commemorations and ask for their input. To RECOMMEND to Full Council that an article is drafted for the Totnes Times setting out the planned events for the town and looking for volunteers to come forward to organise specific elements.</p>
8	<p>To note the following event request received by SHDC:</p> <p>8.1) Totnes Raft Race, 1000-1700hrs on Sunday 30th September, on Vire Island and Longmarsh car park.</p>	Noted.
9	To note the proposed date of the next meeting of the Town Matters Committee – Thursday 20th September 2018 at 7.00pm in the Guildhall.	Noted.
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 a request for a new play area.	See Part 2 minutes.

CHAIR

Cllr Hodgson background information:

FRACKING

I am aware that South Devon has littered if any shale reserves that could attract potential fracking exploration or would be economically viable to extract. However as part of a national support to prevent controversial planning matters being able to avoid public consultation and protest and also to support a permanent ban on fracking in the UK, I am requesting this item on the Town Council agenda regarding permitted development rights that have now been allowed for Fracking planning applications. This means that applications can by-pass the usual public consultation and objection processes and publicly represented decision making bodies such as SHDC DM Committee. France, Ireland, Bulgaria, Germany, Victoria, in NSW Australia, four provinces in Canada New Brunswick, Newfoundland, Nova Scotia and Quebec) have all banned fracking and Germany has placed an indefinite moratorium, Netherlands has placed a temporary moratorium on fracking.

THE PEOPLES VOTE ON BREXIT

Totnes Town Council signed up to be a Transition Town Council ~2011 and in doing so had agreed in principle to support initiatives that will prevent or mitigate climate change.

Totnes Town Council notes 80.2% of South Hams residents voted in the EU referendum, of these 52.9% of South Hams residents voted to remain in the EU.

A recent Local Business Survey showed that confidence among SMEs in the West of England in the government to deliver a Brexit that works for business is on the wane, with only 11.69% of 230 businesses polled being confident or very confident that there will be a good deal.

Polling in July 2018 found that 71% of British people disapprove of how the Brexit negotiations are being handled.

Polling in August 2018 found that voters in the South West of England back a second referendum on the Brexit deal by a margin of 42% to 35%.

The Town Council should publicly confirm:

- The EU referendum on 23rd June 2016 should be considered the beginning of a democratic process, not the end of one.
- That the conclusion by the Electoral Commission that the Leave campaign committed serious offences by breaking electoral law casts doubt on the legitimacy of the result of the 2016 referendum.
- That new information on the way the referendum campaign was conducted and the economic, environmental and social impacts of Brexit, which have come to light since the referendum, may have altered some voters' preferences regarding desired outcomes of the Brexit negotiations.
- That giving the British people a final say on the Brexit negotiations will help to rebuild trust and engagement in the political process.

ITEM 10

From: [REDACTED] <Angela.Endean@swdevon.gov.uk>
Date: 1 August 2018 at 11:10
Subject: 2019/20 Local Government Finance Settlement: Technical Consultation
To: SH-All Parish Clerks <SH-AllParishClerks@southhams.gov.uk>
Cc: SH-All Members <SH-AllMembers@southhams.gov.uk> [REDACTED] <Lisa.Burke@swdevon.gov.uk>
[REDACTED] <Julie.Henstock@swdevon.gov.uk>
[REDACTED] <Steve.Henstock@swdevon.gov.uk>

Dear Town and Parish Clerks

The Government has issued a Technical Consultation on the Local Government Finance Settlement for 2019/20 which includes Council Tax referendum principles for Town and Parish Councils. There is a link to the consultation is below:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/728573/Settlement_Technical_Consultation_2019-20.pdf

We would like to draw your attention to Section 4.3, in particular, the following paragraphs:

4.3.2 In 2018-19, the average band D parish precept increased by 4.9% (£3.02). This compares to a 6.3% increase (£3.63) in 2017-18, and is the lowest year on-year increase in parish precepts since 2015-16.

4.3.3 In view of this, the Government intends **to continue the deferral of setting referendum principles for town and parish councils**, but encourages parish councils to continue this downward trend, and will keep this area under active review.

You may like to respond to the Consultation on the points raised above, details of how this can be done are shown in Annex D.

If you have any queries regarding this matter, please do not hesitate to contact me.

Kind regards

[REDACTED]

[REDACTED] | Specialist - Accountant
South Hams District Council | West Devon Borough Council

Share your thoughts on the Council's new Corporate Strategy



[Click here to tell us what's important to you](#)

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Ministry of Housing,
Communities &
Local Government

The 2019-20 Local Government Finance Settlement

Technical Consultation

24 July 2018

Ministry of Housing, Communities and Local Government



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Scope of the consultation

Topic of this consultation:	This consultation covers proposals for the local government finance settlement for 2019-20.
Scope of this consultation:	This consultation seeks views on proposals for the local government finance settlement for 2019-20, in particular from representatives of local government.
Geographical scope:	These proposals relate to England only.
Impact Assessment:	Since the Government does not envisage that the proposals within this consultation document will have an impact on business, no impact assessment has been produced.

Basic Information

To:	The consultation will be of particular interest to local authorities, and representative bodies for local authorities.
Body/bodies responsible for the consultation:	Local Government Finance Directorate within the Ministry of Housing, Communities and Local Government.
Duration:	This consultation will last for 8 weeks from 24 July 2018 to 18 September 2018.
Enquiries:	For any enquiries about the consultation please contact James Whitehouse: James.Whitehouse@communities.gsi.gov.uk
How to respond:	You can respond to the questions in this consultation via a pro-forma found at: https://www.gov.uk/government/consultations/local-government-finance-settlement-2019-to-2020-technical-consultation If the link is inoperable, the pro-forma can also be found as an Annex to this consultation document. Email details and an address for written responses can be found in the pro-forma.

About this consultation

This consultation document and consultation process have been planned to adhere to the Consultation Principles issued by the Cabinet Office.

Representative groups are asked to give a summary of the people and organisations they represent, and where relevant who else they have consulted in reaching their conclusions when they respond.

Information provided in response to this consultation, including personal data, may be published or disclosed in accordance with the access to information regimes (these are primarily the Freedom of Information Act 2000 (FOIA), the Data Protection Act 2018 (DPA), the EU General Data Protection Regulation, and the Environmental Information Regulations 2004).

If you want the information that you provide to be treated as confidential, please be aware that, as a public authority, the Department is bound by the Freedom of Information Act and may therefore be obliged to disclose all or some of the information you provide. In view of this it would be helpful if you could explain to us why you regard the information you have provided as confidential. If we receive a request for disclosure of the information we will take full account of your explanation, but we cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the Department.

The Ministry of Housing, Communities and Local Government will process your personal data in accordance with the law and in the majority of circumstances this will mean that your personal data will not be disclosed to third parties. A full privacy notice is included at Annex C.

Individual responses will not be acknowledged unless specifically requested.

Your opinions are valuable to us. Thank you for taking the time to read this document and respond.

Are you satisfied that this consultation has followed the Consultation Principles? If not or you have any other observations about how we can improve the process please contact us via the [complaints procedure](#).

1 Summary of proposals

1.1 Background

- 1.1.1 Proposals for the 2019-20 Local Government Finance Settlement have been designed in the context of the overall Spending Review package, announced in 2015.
- 1.1.2 The Government's current intention is that the 2019-20 settlement will confirm the final year of the multi-year settlement that has provided certainty for 4 years. The 2019 Spending Review will confirm overall local government resourcing from 2020-21, and the Government is working towards significant reform in the local government finance system in 2020-21, including an updated, more robust and transparent distribution methodology to set baseline funding levels, and resetting business rates baselines.
- 1.1.3 Prior to these reforms in 2020-21, the Government is committed to testing aspects of the new system, and will be implementing a further round of Business Rates Retention pilots in 2019-20.
- 1.1.4 The 2016-17 multi-year settlement offered local authorities greater certainty over elements of their funding across the spending period and was accepted by 97% of local authorities. The Government proposes to allocate funding in 2019-20 in accordance with the agreed methodology announced by the Secretary of State in 2016-17, which ensures that local councils delivering similar services receive a similar percentage change in settlement core funding for those services¹.

1.2 Summary of proposals

- 1.2.1 The remaining sections of this document set out the Government's proposed approach to the 2019-20 settlement. It:
 - outlines the fourth year of the multi-year settlement offer for those councils that accepted the offer, and arrangements for those that did not.
 - outlines the Government's position on the New Homes Bonus threshold.
 - outlines the Government's proposals for council tax referendum principles for 2019-20.
 - outlines the Government's proposals for dealing with the issue known as 'Negative Revenue Support Grant'.

¹ Please note that the exact percentage change in 'Settlement Core Funding' will be influenced by the Government's decision on the issue of 'Negative RSG'. An explanation of, and consultation on, the issue of Negative RSG can be found at Section 5.

2 The multi-year settlement offer

2.1 Certainty of funding

2.1.1 The 2016-17 settlement offered councils a four-year settlement, giving greater certainty of funding until the end of the spending period. The offer included:

- Revenue Support Grant
- Business rates tariff and top-up payments²
- Rural Services Delivery Grant, and
- Transition Grant

2.1.2 97% of councils accepted the multi-year offer in return for publishing efficiency plans, allowing councils the confidence to plan ahead and implement reforms.

2.1.3 The Government will need to take account of any structural and functional changes, such as transfers of responsibility for functions between local authorities, mergers between authorities and any other relevant events. However, barring exceptional circumstances and subject to the normal statutory consultation process for the Local Government Finance settlement³, the Government intends to present these figures to Parliament as part of the 2019-20 Provisional Local Government Finance Settlement following Autumn Budget.

2.1.4 Those councils that did not accept the original offer made in 2016-17 will be subject to the existing annual process for determining the level of central funding that they will receive.

2.1.5 The Government has previously published individual local authority allocations for the improved Better Care Fund which total £1.8 billion in 2019-20⁴.

Question 1: Do you agree that the Government should confirm the final year of the 4-year offer as set out in 2016-17?

² Business rates tariff and top-up payments will not change for reasons relating to the relative needs of local authorities.

³ As described in sections 78 and 78A of the Local Government Finance Act 1988.

⁴ <https://www.gov.uk/government/publications/the-allocations-of-the-additional-funding-for-adult-social-care>

2.2 Business Rates Retention Pilots

- 2.2.1 The Government is committed to working with local government to consider how best to implement our manifesto commitment to give local government greater control over the money they raise and address concerns about the fairness of current funding distributions.
- 2.2.2 Giving local government greater control of the money that they raise is a commitment in the Government's Industrial Strategy, which sets out a long term plan to boost productivity throughout the UK.
- 2.2.3 We have recently launched a prospectus that invites local authorities to submit proposals to pilot 75% business rates retention in 2019-20. This can be found at: <https://www.gov.uk/government/publications/75-business-rates-retention-pilots-2019-to-2020-prospectus>.
- 2.2.4 These pilots will help us test increased business rates retention and aid our understanding of the retention system at this level.
- 2.2.5 The one-year 2018-19 pilots will end on 31 March 2019, with participants invited to reapply for the 2019-20 75% pilots. The Department will continue to negotiate separately with London about the potential continuation of a business rates retention pilot in 2019-20.
- 2.2.6 Existing pilots in devolution deal areas will continue in 2019-20. This includes Cornwall, Liverpool City Region, Greater Manchester Combined Authority, West Midlands Combined Authority and the West of England.
- 2.2.7 As in previous years, the methodology for calculating the agreed changes in the local share of retained business rates and the level of tariff and top-ups for local authorities piloting business rates retention will be confirmed at provisional settlement. This methodology will be designed to ensure that no authorities anywhere in the country are adversely affected by these pilots.

2.3 Business Rates Revaluation

- 2.3.1 The most recent business rates revaluation took effect from 1 April 2017. This created change in business rates revenues outside the control of local authorities. When the Government introduced the 50% business rate retention scheme it signalled that it would adjust each authority's tariff or top-up following a revaluation to ensure, as far as is practicable, that their retained income is the same after revaluation as immediately before.

2.3.2 In the 2016-17 Local Government Finance Settlement technical consultation the Government detailed the method by which the impact of the 2017 business rates revaluation would be neutralised in the rates retention scheme. The Government committed to making the revaluation adjustment in three stages. The final stage of adjustment will occur in 2019-20 where we will cancel the one-off reconciliation adjustment for 2018-19 adjustments to tariffs and top-ups.

3 New Homes Bonus

3.1 Background

3.1.1 The New Homes Bonus (the 'Bonus') was introduced in 2011 to provide an incentive for local authorities to encourage housing growth in their areas. Over £7 billion has been allocated to local authorities through the scheme to reward additional housing supply.

3.1.2 Although the Bonus was successful in encouraging authorities to welcome housing growth, it did not reward those authorities who are the most open to growth. In December 2016, following consultation, the government announced reforms to the Bonus as follows:

- reduction of the number of years New Homes Bonus payments are made from 6 to 5 years in 2017-18 and to 4 years from 2018-19; and
- introduction of a national baseline for housing growth of 0.4% of council tax base (weighted by band) from 2017-18, below which the Bonus will not be paid.

3.2 New Homes Bonus baseline 2019-20

3.2.1 The Government has retained the option of making adjustments to the baseline in future years to reflect significant additional housing growth and to remain within spending limits set at Spending Review 2015.

3.2.2 In 2018-19 the baseline remained at 0.4%. Due to the continued upward trend for house building, the Government expects to increase the baseline in 2019-20.

3.2.3 New Homes Bonus calculations are based on additional housing stock reported through the council tax base and decisions on the baseline for 2019-20 will be made following a review of the data when it is published in November. Any changes intended for the baseline in 2019-20 will be detailed at the time of the provisional settlement. Any funding intended for New Homes Bonus payments that is not used for this purpose will be returned to local government.

3.3 **New Homes Bonus 2020 Onward**

- 3.3.1 2019-20 represents the final year of funding agreed through the Spending Review 2015. In light of this, it is the Government's intention to explore how to incentivise housing growth most effectively, for example by using the Housing Delivery Test results to reward delivery or incentivising plans that meet or exceed local housing need. Government will consult widely on any changes prior to implementation.

4 Council tax referendum principles

4.1 Council tax referendum principles for local authorities

4.1.1 The 2018-19 Settlement struck a balance on council tax, giving local authorities the flexibility to address pressures on services while also recognising that many households face their own pressures. It also set out the Government's intention to maintain the same core principle and package of flexibilities in 2019-20.

4.1.2 The Government remains minded to do this. This would mean:

- a core principle of up to 3%. This would apply to shire county councils, unitary authorities, London borough councils, the Common Council of the City of London, the Council of the Isles of Scilly, the general precept of the Greater London Authority, and fire and rescue authorities.
- a continuation of the Adult Social Care precept, with an additional 2% flexibility available for shire county councils, unitary authorities, London borough councils, the Common Council of the City of London and the Council of the Isles of Scilly. This is subject to total increases for the Adult Social Care precept not exceeding 6% between 2017-18 and 2019-20, and consideration of authorities' use of the Adult Social Care precept in the previous years.
- shire district councils in two-tier areas will be allowed increases of up to 3%, or up to and including £5, whichever is higher.
- police and crime commissioners (PCCs) will be allowed increases of up to £12 in 2019-20 (including the Greater London Authority charge for the Metropolitan Police, and the PCC component of the Greater Manchester Combined Authority precept) subject to the delivery of clear and substantial progress on productivity and efficiency which will be assessed in advance of the provisional settlement.

4.2 Following consideration of responses, the Government intends to provide an update on its proposals for council tax referendum principles including the Adult Social Care precept, alongside the provisional Local Government Finance Settlement later in the year.

Council tax referendum principles for Mayoral Combined Authorities

4.2.1 Devolution Deals have led to the creation of 6 Mayoral Combined Authorities (MCAs) with powers such as transport and planning.

- 4.2.2 From 2018-19 five Combined Authority mayors had powers to raise additional resources to meet the costs of their functions through a precept (or additional charge) on local council tax bills. The precept may only be set with the agreement of the Combined Authority.
- 4.2.3 In May 2018, a mayor was elected to the Sheffield City Region and will also have powers to raise additional resources through a precept (or additional charge) on local council tax bills in 2019-20.
- 4.2.4 In 2018-19 the Government concluded that it should be for each mayor to balance their ambitions and other resources and to decide the level of the first precept they set, with the expectation that mayors would exercise restraint and set a precept proportionate to their needs and not burdensome to their residents. Only the Greater Manchester Combined Authority charged council tax for mayoral functions, a large proportion of which was to fund the fire service previously operated by the Greater Manchester Fire and Rescue Authority.
- 4.2.5 Given the restraint shown by Mayors in the setting of their precepts, the Government is minded not to set referendum principles for Mayoral Combined Authorities in 2019-20.

4.3 Council tax referendum principles for town and parish councils

- 4.3.1 In 2018-19 the Government decided to defer the setting of referendum principles for town and parish councils for three years. However, this was conditional upon:
- the sector taking all available steps to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for other uses or for “invest to save” projects which will lower on-going costs; and
 - the Government seeing clear evidence of restraint in the increases set by the sector.
- 4.3.2 In 2018-19, the average band D parish precept increased by 4.9% (£3.02). This compares to a 6.3% increase (£3.63) in 2017-18, and is the lowest year-on-year increase in parish precepts since 2015-16.
- 4.3.3 In view of this, the Government intends to continue the deferral of setting referendum principles for town and parish councils, but encourages parish councils to continue this downward trend, and will keep this area under active review.

Question 2: Do you agree with the council tax referendum principles proposed by the Government for 2019-20?

5 Negative Revenue Support Grant

5.1 Background

- 5.1.1 Negative Revenue Support Grant is the name given to a downward adjustment of a local authority's business rates top-up or tariff. This occurs as a consequence of changes to the distribution methodology adopted at the 2016-17 settlement, which formed the basis of the multi-year settlement.
- 5.1.2 The 2016-17 methodology allocated central resources in a way that ensures local authorities delivering similar services receive a similar percentage change in 'Settlement Core Funding' for those services. Core Funding takes account of the main resources available to councils comprising:
- council tax income in 2015-16 (including any Council Tax Freeze Grant)
 - estimated business rates income (baseline funding level under the business rates retention scheme)
 - Revenue Support Grant
- 5.1.3 Under this methodology, for many authorities, the required reduction of Core Funding exceeded their available Revenue Support Grant. To deal with this, it was proposed that business rates tariffs and top-ups would be adjusted so that an increased amount of business rates were redistributed away from the authority and towards other authorities. This adjustment has since become colloquially known as 'Negative RSG'.
- 5.1.4 This adjustment was consulted on as part of the 2016-17 provisional settlement. In addition, reductions in Revenue Support Grant in 2019-20 were displayed in figures published at the 2016-17 settlement⁵.

⁵ Negative RSG figures for the years 2016-17 to 2019-20 can be seen in Tariff/Top-up adjustment column in tables contained within the Publication "[Key information for local authorities: final local government finance settlement 2016 to 2017](#)". Please note that the same documents published at Settlement 2017-18 and 2018-19 only refers to the Tariff/ Top-up adjustment in relation to 2019-20 as the Government allocated additional resources to negate the occurrence of Negative RSG in both 2017-18 and 2018-19.

- 5.1.5 During the 2016-17 provisional settlement consultation there was strong opposition to Negative RSG. In addition, a number of authorities commented that the Negative RSG adjustment failed to recognise a commitment made during the implementation of the business rate retention scheme in 2013-14, that authorities' retained business rates baselines, which are used to determine their tariff and top-ups, would be fixed in real terms until the system was reset. This commitment was made so that local authorities would benefit directly from supporting local business growth as they would be able to keep half of any increases in business rates revenue until the reset⁶.
- 5.1.6 Following this consultation, the Government allocated additional resources to negate the occurrence of Negative RSG in both 2017-18 and 2018-19. No decision was taken over whether to remove Negative RSG in 2019-20.
- 5.1.7 At provisional settlement 2018-19, the Secretary of State committed to explore all fair and affordable options for dealing with Negative RSG in 2019-20 and consult on options ahead of the 2019-20 settlement. A number of authorities who responded to the 2018-19 settlement consultation referred to Negative RSG, and welcomed the decision to consult, whilst a minority of authorities made representations opposing this step.

5.2 Negative RSG in 2019-20

- 5.2.1 In 2019-20 Negative RSG totals £152.9m and affects 168 authorities.
- 5.2.2 The Secretary of State's commitment to explore all fair and affordable options for dealing with Negative RSG recognises both the Government's commitment not to adjust top-ups and tariffs until the system is reset in 2020-21, but also the significant strength of feeling in the sector around this issue.
- 5.2.3 MHCLG has explored a number of possible options for addressing the issue of Negative RSG, and has formed an initial preference to eliminate the issue via forgone business rate receipts as the alternative options are either unaffordable or fail to resolve the issue.

⁶<http://webarchive.nationalarchives.gov.uk/20140505105839/http://www.local.communities.gov.uk/finance/1314/practitionersguides.pdf>

5.3 Options

5.3.1 *Directly “eliminating” Negative RSG via forgone business⁷ rates receipts*

- In 2017-18 and 2018-19, Negative RSG was negated via forgone business rates, by not reflecting the downward Negative RSG adjustment of an authority’s business rates tariffs and top-ups. This targeted approach could be continued in 2019-20.
- This recognises the Government’s commitment not to adjust top-ups and tariffs until the system is reset in 2020-21. This Government believes that remaining consistent with its prior commitments is the fairest approach for the sector. This option would remove Negative RSG for all the authorities affected at a cost to the Government of £152.9m in forgone business rates receipts. In addition to being the only option which is both affordable and fair, dealing with Negative RSG in its entirety, this approach represents the most direct and simple solution to the problem.
- This funding would be met from the Government’s share of business rates.

5.3.2 *Altering the Core Funding methodology*

- The Government considered altering the funding allocation methodology to reduce Negative RSG - changing the approach taken in accounting for council tax in the Core Funding formula, and adjusting each local authority’s needs baseline assessment.
- The 2016-17 funding methodology considered full and actual amounts of council tax each authority raised in 2015-16, when it set the multi-year settlement allocations.
- Some local authorities have commented that taking actual council tax into account unfairly disadvantages certain councils due to historic differences in council tax levels.
- There could be an argument for changing the weighting of council tax in 2019-20 temporarily, until wider system reform in 2020-21. This approach would redistribute RSG across England and reduce overall Negative RSG.

⁷ Under the current business rates retention scheme, non-business rate retention pilot local authorities retain 50% of the business rates they collect. The remaining 50% is passed to central government as the central share. By forgoing business rates receipts, central government chooses to receive a smaller central share and the revenue is instead retained locally.

- However, the impact of this approach is limited. No approach to council tax weighting would completely eliminate Negative RSG. This Government believes that meeting its prior commitments, as discussed in paragraph 5.1.5, is the fairest approach for the sector, and this option fails to achieve this. Even removing council tax entirely from Core Spending Power calculations would cost in excess of £170 million and leave significant residual Negative RSG, failing to resolve the issue fairly and thus representing a poor use of resources. The cost of this approach results from meeting commitments guaranteeing all authorities at least as much RSG as agreed in the multi-year settlement.
- A second funding allocation approach considered was the adjustment of local authorities' needs baseline assessment.
- This method would alter the existing formulas to distribute funding as determined by authorities' net current expenditure on relevant services in 2015-16. The allocations would be a new, separate step in the RSG calculations, with a guarantee to authorities of at least as much RSG as agreed in the multi-year settlement.
- The Government has discounted this approach. Firstly, it goes against the Government's commitment to a multi-year settlement, providing funding certainty over the four year period. Furthermore, this would pre-empt on-going work on the review of local authorities' relative needs and resources, which will provide a new and far more robust distribution methodology to set baseline funding levels.
- In addition, this option is of limited effect, leaving significant residual Negative RSG. Finally, the cost imposed by this option as a result of guaranteeing all authorities at least as much RSG as agreed in the multi-year settlement is very substantial, in excess of £500 million, representing poor value for money and is not affordable.
- Both these options fail to fully deal with Negative RSG, and impose significant costs on the Government. In addition, authorities with residual Negative RSG would still be subject to a downward adjustment of business rates tariffs and top-up, leaving the Government in a position of being unable to meet its prior commitment to not adjust tariffs and top-ups until the system is reset in 2020-21.

5.3.3 *Moving existing funding, or injecting additional funds into Core Funding*

- The third policy avenue for resolving Negative RSG is by injecting resource into Revenue Support Grant. The Government considered multiple ways in which this could be achieved.

- This first option is that of allocating new funding on the basis of existing relative needs formulas, via population based metrics or through the existing RSG allocation methodology.
- However, even when modelling for significant additional funding (£500 million), these options similarly prove themselves of limited effectiveness in addressing Negative RSG. The quantum of funding needed to completely eliminate Negative RSG through this methodology is excessive totalling over £2 billion. This level of funding is not affordable.
- The second option considered is the consolidation of existing grants, outside of Core Spending power, such as Business Rates Reimbursement Grant and Indexation Grant into Revenue Support Grant.
- However, the distribution of these grants has limited correlation with Negative RSG distribution, and would still leave significant residual Negative RSG. In addition, this is primarily a technical movement of funding – that merely serves to disguise the movement in tariffs and top-ups.
- In addition, there are significant technical challenges present to the rolling in of the major grants identified. This would require the use of estimated figures for the 2019-20 settlement, and potentially lead to revised allocations in the future.

5.3.4 Remaining with the status quo of the current settlement methodology, such that authorities will have tariffs and top-ups adjusted

- In addition to exploring options for the resolution of Negative RSG, the Government has considered whether it is feasible to leave Negative RSG in place and adjust tariffs and top-ups in 2019-20 as detailed in the 2016-17 multi-year settlement.
- However, the Government does not favour the status quo option due to the following reasons:
 - In 2013 the Government made a commitment during the implementation of the business rates retention scheme, that tariff and top-ups would be fixed until the system is reset⁸. In advance of the system reset in 2020-21 and the implementation of 75% retention, the Government believes that the fairest deal for the sector is to honour this commitment.

⁸A guide to the Local Government Finance Settlement 2013, Annex A - Business Rates Retention Scheme, Paragraph 26.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/266886/LGFS_Guide.pdf

- There has been strong sector opposition to the issue of Negative RSG as demonstrated in responses to the 2016-17 provisional settlement consultation and subsequent consultations.

5.4 Preferred Option

- 5.4.1 The Government considers direct elimination of Negative RSG via forgone business rates receipts the preferred approach to resolve Negative RSG, meeting the key criteria of being both fair and affordable. This option also benefits from being both simple and direct. Alternative options add additional layers of complexity to the Local Government Finance system, and are either excessively expensive or fail to fully resolve the issue. Not resolving Negative RSG in its entirety would mean the Government would fail to meet its commitment not to adjust tariffs and top-ups and undermine the incentive for local government to invest in local growth.
- 5.4.2 Despite having made significant progress in improving the health of the public finances, we still face a challenging fiscal position in the UK and the scale of additional funding required to resolve Negative RSG via alternative routes, is not practicable.

Question 3: Do you agree with the Government's preferred approach that Negative RSG is eliminated in full via forgone business rates receipts in 2019-20?

Question 4: If you disagree with the Government's preferred approach to Negative RSG please express your preference for an alternative option. If you believe there is an alternative mechanism for dealing with Negative RSG not explored here please provide further detail.

6 Equalities impacts of these proposals

- 6.1 Equality statements have been published for every year of the multi-year settlement this far, including 2018-19. Any representations made in response to this consultation will be used to inform the equalities statement to be published at the time of the 2019-20 provisional settlement.

Question 5: Do you have any comments on the impact of the proposals for the 2019-20 settlement outlined in this consultation document on persons who share a protected characteristic? Please provide evidence to support your comments.

Annex A: Summary of consultation questions

- Question 1: Do you agree that the Government should confirm the final year of the 4-year offer as set out in 2016-17?
- Question 2: Do you agree with the council tax referendum principles proposed by the Government for 2019-20?
- Question 3: Do you agree with the Government's preferred approach that Negative RSG is eliminated in full via forgone business rates receipts in 2019-20?
- Question 4: If you disagree with the Government's preferred approach to Negative RSG please express your preference for an alternative option. If you believe there is an alternative mechanism for dealing with Negative RSG not explored in the consultation document please provide further detail.
- Question 5: Do you have any comments on the impact of the proposals for the 2019-20 settlement outlined in this consultation document on persons who share a protected characteristic? Please provide evidence to support your comments.

Annex B: Glossary of technical terms

Revenue Support Grant

Billing and most major precepting authorities receive Revenue Support Grant from central government in addition to their local share of Business Rates Aggregate. An authority's Revenue Support Grant amount plus the local share of the Estimated Business Rates Aggregate will together comprise its Settlement Funding Assessment.

Tariffs and top-ups

These are calculated by comparing at the outset of the business rates retention scheme an individual authority's business rates baseline against its baseline funding level. Tariffs and top-ups are self-funding, fixed at the start of the scheme and index linked to RPI in future years.

Local share

The percentage share of locally collected business rates that is retained by local government. This is set at 50% in non-pilot areas.

Baseline funding level

The amount of an individual local authority's Start-Up Funding Assessment for 2013-14 provided through the *local share* of the Estimated Business Rates Aggregate updated each year by the change to the small business multiplier (in line with RPI).

Annex C: Privacy Notice

Personal data

The following is to explain your rights and give you the information you are be entitled to under the Data Protection Act 2018.

Note that this section only refers to your personal data (your name address and anything that could be used to identify you personally) not the content of your response to the consultation.

1. The identity of the data controller and contact details of our Data Protection Officer

The Ministry of Housing, Communities and Local Government (MHCLG) is the data controller. The Data Protection Officer can be contacted at dataprotection@communities.gsi.gov.uk

2. Why we are collecting your personal data

Your personal data is being collected as an essential part of the consultation process, so that we can contact you regarding your response and for statistical purposes. We may also use it to contact you about related matters.

3. Our legal basis for processing your personal data

The Data Protection Act 2018 states that, as a government department, MHCLG may process personal data as necessary for the effective performance of a task carried out in the public interest. i.e. a consultation.

4. With whom we will be sharing your personal data

- Other Government Departments including:
 - Attorney General's Office
 - Cabinet Office
 - Department for Business, Energy and Industrial Strategy
 - Department for Digital, Culture, Media and Sport
 - Department for Education Department for Environment
 - Food and Rural Affairs
 - Department for Exiting the European Union
 - Department for International Development
 - Department for International Trade
 - Department for Transport
 - Department for Work and Pensions
 - Department of Health and Social Care
 - Foreign and Commonwealth Office
 - Her Majesty's Treasury

- Home Office
- Ministry of Defence
- Ministry of Justice
- Northern Ireland Office
- Office of the Advocate General for Scotland
- Office of the Leader of the House of Commons
- Office of the Leader of the House of Lords
- Scotland Office UK
- Export Finance
- Wales Office

5. For how long we will keep your personal data, or criteria used to determine the retention period.

Your personal data will be held for two years from the closure of the consultation.

6. Your rights, e.g. access, rectification, erasure

The data we are collecting is your personal data, and you have considerable say over what happens to it. You have the right:

- a. to see what data we have about you
- b. to ask us to stop using your data, but keep it on record
- c. to ask to have all or some of your data deleted or corrected
- d. to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law. You can contact the ICO at <https://ico.org.uk/>, or telephone 0303 123 1113.

7. **Your personal data will not be sent overseas.**
8. **Your personal data will not be used for any automated decision making.**
9. **Your personal data will be stored in a secure government IT system.**

Annex D: Local Government Finance Settlement 2019-20: **Technical Consultation**

If you are responding to this consultation by email or in writing, please reply using this questionnaire pro-forma, which should be read alongside the consultation document.

You should save the pro-forma on your own device, from which you can complete the survey at your own pace, and submit when you are ready.

There are 5 questions in this survey. You do not have to answer every question should you not wish to.

Should you wish to attach further evidence or supporting information, you may attach and send this with the pro-forma.

Please **email responses to:**
LGFsettlement@communities.gsi.gov.uk

Alternatively, **written responses should be sent to:**

Local Government Finance Settlement Team
Ministry of Housing, Communities and Local Government
2nd floor, Fry Building
2 Marsham Street
London
SW1P 4DF

Your opinions are valuable to us. Thank you for taking the time to read the consultation document and respond.

Your Details (Required details are marked with an asterisk (*))

Full Name*	<input type="text"/>
Organisation*	<input type="text"/>
Address*	<input type="text"/>
Address 2	<input type="text"/>
Town/City*	<input type="text"/>
Postcode*	<input type="text"/>
Country	<input type="text"/>
Email address*	<input type="text"/>
Phone Number	<input type="text"/>

Are the views Expressed on this form an official response from a:

- London Borough
- Metropolitan District
- Unitary Authority
- Shire County
- Shire District
- Fire and Rescue Authority
- Greater London Authority
- Combined Authority
- Parish or Town Council
- Local Authority Association or Special Interest Group
- Other Local Authority Grouping
- Local Authority Officer
- Local Authority Councillor
- Member of Parliament
- Other Representative Group
- Business
- Business Organisation
- Valuation Organisation
- Voluntary Organisation
- Member of the Public

Question 1

Do you agree that the Government should confirm the final year of the 4-year offer as set out in 2016-17?

- Yes
- No
- No comment

Additional comments

Question 2

Do you agree with the council tax referendum principles proposed by the Government for 2019-20?

- Yes
- No
- No comment

Additional comments

Question 3

Do you agree with the Government's preferred approach that Negative RSG is eliminated in full via forgone business rates receipts in 2019-20?

- Yes
- No
- No comment

Additional comments

Question 4

If you disagree with the Government's preferred approach to Negative RSG please express your preference for an alternative option. If you believe there is an alternative mechanism for dealing with Negative RSG not explored in the consultation document please provide further detail.

No Comment

Please Specify

Question 5

Do you have any comments on the impact of the proposals for the 2019-20 settlement outlined in this consultation document on persons who share a protected characteristic? Please provide evidence to support your comments.

- Yes
- No
- No comment

Additional comments

Arts Working Group

The Arts Working Group are planning 2 events in the existing 18/19 financial year in addition to the Market Square Mosaic project

Sunday 28th October 2018 – Community Christmas Arts Workshop

Thursday 29th November 2018 – Family Christmas Light Switch On

Arts Budget detail 2018/19		Project
Mosaic match funding	1050	Mosaic Project
Staffing	400	Community Arts Workshop
Poster/leaflet design	100	Community Arts Workshop
Poster printing	100	Community Arts Workshop
Local paper	240	Community Arts Workshop
Marketing Other	25	Community Arts Workshop
Community Transport	135	Community Arts Workshop
Arts Materials	150	Community Arts Workshop
4 workshop providers/artists	800	Community Arts Workshop
Civic Hall and caretaking	300	Community Arts Workshop
Hospitality	150	Community Arts Workshop
Erecting and Decorating Christmas Tree	250	Community Arts Workshop
Staffing	400	Light Switch on
Poster design	100	Light Switch on
Poster printing	100	Light Switch on
Marketing other	25	Light Switch on
Music/Entertainment	400	Light Switch on
Hospitality	150	Light Switch on
Additional lights/projection/technical support	1000	Light Switch on
Local Paper	240	Light Switch on
Civic Hall and caretaking	250	Light Switch on
Craft materials	150	Light Switch on
Sub Total	6515	Sub Total
Arts budgeted amount including carry over	-5842	Clears budget
Community Outreach Budget	-673	Leaves £112

DRAFT PRESS RELEASE Proposed Christmas Light Switch on – Thursday 29th November from 3.30pm

“This year’s Christmas lights switch on will be a new venture for the Town Council. Whilst the Late night Shopping nights have wide appeal and attract a large number of visitors to the town were are

hoping a smaller event from the Market Square and Civic Hall will be a chance for local people to get involved in something with a more intimate feel. We are therefore planning a family focused festive celebration in December to mark the switching on of the Christmas lights” – Judy Westacott, Town Mayor

Activity will commence in the Civic Hall from 3.30pm where there will be some food stalls selling locally sourced festive food, arts and crafts stations, glitter tattoos and a festive bouncy castle.

There will be performances in the afternoon and at 5:00pm we hope people will gather around the Christmas tree, where we will all join in and sing Christmas carols. The Market Square and tree lights will then be turned on – early enough so that people with young families can share the event with us.

Council Venues Working Group

1. CIVIC HALL MANAGEMENT ARRANGEMENTS

Staffing structure for management of the Civic Hall:

Town Clerk

- Overall responsibility

Deputy Clerk

- Day-to-day management of Hall Administrator and Caretaker
- Monitoring and managing H&S in the Hall
- Ensuring annual servicing/H&S testing is carried out
- Invoicing hirers

Civic Hall Administrator (20 hours per week)

- Administering the bookings and associated paperwork
- Overseeing the building to ensure it is kept clean, tidy and H&S compliant
- Arranging and monitoring cleaning
- Arranging and monitoring maintenance work
- Liaising with the Caretaker over opening and closing requirements
- Undertaking the weekly Fire alarm testing
- Monitoring kitchen/bar equipment loaned to hirers, including checking for damage and breakages
- Carrying out an annual inventory check of all equipment in the Hall
- Showing potential hirers around the facility
- Promoting the facility as a venue for a variety of events

Caretaker (10 hours per week + overtime as required)

- Opening and locking for hirers, contractors, etc
- Being a key holder on-call for emergencies
- Cleaning if required between the weekly contractor cleans
- Setting up and taking down tables/chairs/equipment as per the diary's requirements.
- Basic DIY and maintenance work as required
- Assisting hirers by demonstrating the use of equipment and resolving any difficulties they have
- Overseeing the building and highlighting any building or equipment maintenance issues
- Assisting with the weekly Fire alarm testing

- Setting the heating timer for the week (winter only)

Contractors carry out the following:

Cleaning – 2 hr weekly clean on Monday morning with an additional 2hr deep clean monthly.

PAT testing – annually

Boiler service and gas certification – annually

Electrical testing (excluding stage electrics) – 5 yearly

Electrical testing of stage electrics – annually

Stage rigging safety inspection – annually

Fire alarm and extinguishers servicing – annually

Kitchen extraction system inspection and clean – annually

Hall bookings process:

A provisional booking is put in the Hall diary on request from a hirer.

Within 2 weeks of making the provisional booking hirers are required to submit a fully completed and signed booking form, a copy of their current public liability insurance, a risk assessment for the event and the deposit. The provisional booking is removed from the diary if all paperwork is not received.

The Caretaker sets up any furniture/equipment required for the booking and meets the hirer to unlock for the event.

At the end of the event the Caretakers attends to check the building and lock up.

The next day the CH Administrator checks if the Hall has been left clean if the hirer selected self-clean, or arranges cleaning if the hirer selected to pay for cleaning. If the kitchen & bar were hired with crockery/glasses the number of crockery/glasses returned is checked. If microphones were hired these are checked on return and put back into secure storage.

At the beginning of each month, invoice are raised for the balance owing on hirings for the preceding month.

2. CIVIC HALL STAFFING UPDATE

Verbal update from Town Clerk. Around challenges relating to seasonal contracts and continuity of staff.

3. FUTURE MARKET PROVISION

Outline for 2 markets via Paige Adams Trust discussed prior to Full Council

Community Arts Workshop and Christmas Light Switch on events brought forward through the Arts Working Group

Further annual plan for markets and events will come back via Council Venues Working Group, Arts Working Group and Council Matters

4. FUTURE USE OF 'BIRDWOOD' SECTION

It was agreed that essential improvement works need to be costed and included in the budget setting process for 2019/20 start date. Further project detail will go through Council Matters for consideration of the finances. It was agreed that the purpose of the building needed further discussion with all Councillors.

5. ASSET SURVEY RESULTS

Verbal update from Town Clerk. Further detail and costings will go to Council Matters in September.

6. REVIEW CIVIC HALL INCOME

£9126 1st April – 22nd June 2018. New hirers are coming on board on a regular basis and by instigating new markets and events the loss of previous regular hirers should be balanced.

Civic Hall Income to Paige Adams by year

17/18	39436.20
16/17	26735.12
15/16	35033.73
14/15	32557.14
13/14	38551.60
12/13	33863.30
Average	34362.85