

AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 7TH JANUARY 2019 AT THE MASONIC HALL, TOTNES

You are hereby SUMMONED to attend the Meeting of the Council, which is to be held in the Masonic Hall, Totnes or
Monday 7th January at 7pm for the purpose of transacting the following business:

No	Subject	Comments
1	To receive apologies.	
2	The Mayor will request confirmation that all Members have made any amendments necessary to their Declaration of Interests, if appropriate.	
3	<p><i>The Council will adjourn for the following items:</i></p> <p><u>Public Question Time:</u> A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Council or other items that affect Totnes.</p> <p><u>Reports from County and District Councillors</u></p> <p><i>The Council will convene.</i></p>	<p>a) Cllr Green b) Cllr Birch</p>
4	<p>To approve and sign the Minutes of the following Meetings: <i>(Please note confidential minutes can be agreed but any discussion must be held in Part 2):</i></p> <ul style="list-style-type: none"> a. Full Council 3rd December 2018 b. Council Matters 10th December 2018 c. Town Matters 20th December 2018 	Enclosures
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> <ul style="list-style-type: none"> a. Full Council 3rd December 2018 b. Council Matters 10th December 2018 c. Town Matters 20th December 2018 	Enclosures
6	To agree the Market Square improvement project and to consider the inclusion of the proposed Rainbow Crossing.	Enclosures
7	To consider the draft budget and set the precept amount for 2019/2020. Please also see the recommendation from Council Matters on 10 th December 2018.	Enclosures
8	To note the Visit Totnes update	Enclosure
9	To ratify the Emergency Plan as RECOMMENDED by Town Matters on 22 nd November 2019	Enclosure
10	To note the date of the next meeting: Monday 4th February 2019 at 7pm in The Masonic Hall	

Catherine Marlton
Town Clerk

p.p. *[Signature]*

John Green, SHDC Councillor for Totnes

Air Quality Action Plan for Totnes

The Clean Air Strategy for the South Hams is being proposed for adoption at the SHDC Special Council meeting on 17th January 2019, with the document then going to DEFRA for approval. The Air Quality Action Plans for Ivybridge and Dean Prior are also being recommended for approval at that time. However, the Air Quality Action Plan for Totnes and a new cycle strategy for South Dartmoor Towns will be consulted upon further in early 2019 (by April), with the aim being for them to be adopted in Summer 2019.

Vire Island

Remedial work will be carried out on the diseased poplar tree on Vire Island. Some of the undergrowth will also be cut back. This area has in the past been one of the main locations where discarded needles have been found.

Former Barclays Building

In early January the Heritage specialist at SHDC will be visiting 14-16 High Street (the Former Barclays Building) to consider the Listed Building Consent Application for the building (Ref: 3947/18/LBC).

Town Centre Retail Strategy

A meeting is being held on 31st January to discuss how we can address some of the issues facing retailers on the High Street. Representatives from Town Councils, Neighbourhood Plan groups are invited to attend along with SHDC Officers and District Councillors.

Christmas Market

Feedback on the Christmas Market is welcome in order for it to feed into the discussions for the market being planned for the end of 2019.

Waste collection

From April 2019 FCC Environment will be responsible for waste collection, recycling, street cleaning and toilet cleaning services throughout the South Hams.

And SHDC is planning to introduce a new recycling collection service from the end of 2020, with glass and mixed plastics being collected from the kerbside.

John Birch
SHDC Member for Totnes

Report for Totnes Town Council
meeting to be held on Monday 7 January 2019

I report on the following matters.

HOUSING DELIVERY TEST BLOCKS UNWARRANTED DEVELOPMENT

In recent South Hams' planning applications and appeals housing developers have sought to argue that the District lacks a 5 Year Land Supply for housing and that as a result of this failure they should be granted planning permission. It now looks as though this argument will no longer be available to them.

It appears that South Hams has passed the Government's Housing Delivery Test as a result of delivering 201% of its local housing need target over the last three years. The assessment also shows that South Hams can now demonstrate a 5 Year Land Supply of deliverable sites for housing, against local housing need.

A recently produced Housing Position Statement states that once the Plymouth and South West Devon Joint Local Plan has been adopted, if the three Local Planning Authorities choose to monitor 5 year land supply and the Housing Delivery Test at the whole plan level, the whole plan area will be able to pass the Housing Delivery Test and demonstrate a robust 5 housing land supply.

PLANNING MADNESS IN TOTNES

In June 2018, Catherine House Surgery on New Walk planned to move over the road to the old Job Centre building. Its current premises are undersized to cope with the existing patients and it saw the opportunity to relocate to a nearby building that will provide the right level of space for the services it provides as well as being modern and fit for purpose.

A planning application was submitted to SHDC in June for change of use and the surgery was looking for a speedy and favourable response in order to proceed with its relocation plans. Unfortunately the Environment Agency objected to the application. It stated in its objection that this "new development" is in danger of flooding and that the "design flood" could reach 1.3 metres and that as a result, access and egress would be impossible.

This is the same organisation that has just spent £3.8 million of taxpayers' money on a flood prevention scheme for Totnes. The Environment Agency's objection to the planning application would seem to indicate that its flood

prevention scheme would not work.

Following the recent opening of the flood defence scheme George Arnison, Environment Agency Flood Risk Funding Manager, stated that the flood defence scheme raises and extends the towns flood defences over a distance of nearly 1.5 kilometres. He stated that over 400 houses and businesses are now significantly better protected from river and tidal flooding.

If that is the case then why did the Environment Agency object to the surgery's planning application?

TOTNES TOILETS - THE LATEST

Following an application by Opposition Councillors SHDC's Monitoring Officer advised that the Executive decision to introduce a Pay on Enter scheme be referred to the Council's Overview and Scrutiny Panel for review.

The Monitoring Officer found that that SHDC had failed to adequately consult local businesses and the Town Council. The matter came before the Overview & Scrutiny Panel on 12 December and the Panel was of an almost unanimous view that the recent decision of the SHDC Executive to introduce Pay on Entry to the Totnes toilets should be revisited.

The SHDC Executive are now required to consult with the Totnes Town Council before reaching a final decision at its meeting at the beginning of February 2019. A meeting has been arranged for 10 January between the Town Council and SHDC where it is hoped that all options will be considered bearing in mind the widespread community opposition to the proposed Pay on Entry scheme.

ANOTHER COFFEE SHOP FOR TOTNES?

A planning application has been submitted to change the old Barclays Bank building into a coffee shop with 120 covers.

I have two concerns regarding this application. The first is whether or not Totnes has a need for yet another coffee shop. The town is already well served on that front and I believe that there are now around about 50 establishments in the town where coffee is served and most if not all are local concerns. On the other hand Coffee 1, who are making the application, has over 75 coffee shops across Wales and the South West with a head office in Cardiff. I am worried that such an organisation, should it get its permission, could threaten the future of the local coffee shop businesses that have worked long and hard to establish themselves within the community. Totnes prides itself on local independent shops and businesses and Coffee 1's application just doesn't fit into that culture.

The future of our town is a matter that requires addressing and I have been pressing SHDC to work with the Totnes Town Council and the Neighbourhood Plan Group to work together to plan the future needs of the town so as to ensure it maintains its character and viability.

An initial meeting has been fixed for the end of January to discuss the way forward and I refer to the following note sent to Members of SHDC representing Totnes, Ivybridge, Kingsbridge and Dartmouth.

You will recall that the O+S Panel meeting last month considered an agenda item entitled: 'Town Centres Strategy'. At the end of the debate on this item, the Panel requested that an additional action be added to the 'Proposed Way Forward' as follows:

'That there be a meeting of representatives of the Town Councils, their Neighbourhood Planning Groups, local Ward Members and Council Officers to consider and discuss the issues raised in the agenda report and to formulate, if possible, an agreed way forward.'

*For completeness, I attach a copy of that agenda report to this email and can advise that a meeting for this purpose has now been arranged to be held on **Thursday, 31 January at 2.00pm in the Cary Room.***

We would be grateful if you could invite / bring along your local Town Council Clerk and/or your local Neighbourhood Planning Group Chairman / Leader (should one such Group exist).

This inaugural meeting will initially be chaired by Tom Jones (Head of Place Making) and the agenda will be as follows:

- 1. Apologies and Introductions;*
- 2. Election of a Chairman;*
- 3. To agree the membership and governance arrangements of the Group*
- 4. To agree the objectives of the Group (NB. the preference being short-term with a definite end and output);*
- 5. To agree the tasks, timetable and responsibilities; and*
- 6. Confirmation of future meeting date(s).*

It is recognised that there are variable approaches possible. For example, one co-ordinated approach (with individual plans sitting underneath it) could be adopted or, alternatively, the agenda could be taken forward individually town by town. It is also recognised that smaller centres are not necessarily excluded, however, the focus must be on the four main towns.

I attach a copy of the agenda report referred to above.

Cllr John Birch
SHDC Member for Totnes
31 December 2018

My other concern is that the old bank is a Listed Building and I am not sure that the scheme being proposed by way of alterations and additions is appropriate for such an important High Street heritage building.

MOTION TO FULL COUNCIL – TAX RULES FOR SECOND HOMES

I proposed the following motion to Full Council at its meeting at the beginning of December

“This council welcomes the consultation being undertaken by the Ministry of Housing, Communities and Local Government in respect of the review of tax rules for second-homes and resolves to respond by the closing date on 16 January 2019

In making its response the Council will include the following.

At a time when local authorities in Devon are struggling to maintain public services and balance their budgets, a vast sum of money is lost each year due to a tax loophole available to owners of second homes and/or holiday lets in the county.

If the owners of second homes declare that they make their property available for holiday accommodation for at least 140 days out of the year, they don't have to pay council tax and can be registered for business rates instead.

In the event of the rateable value on the property being less than £12,000, the owners are exempt from paying both business rates and council tax.

Records show that there are 1,358 business rated properties in the South Hams that fall into the category of holiday lets or second-homes. If the owners of each property paid their full share of Council Tax, a total of £2.47 million would flow into SHDC, Devon County Council and the emergency services such as fire and police. SHDC's share of the total would be around £223,000.

In order to close this tax loophole and in recognition of the local government services provided for the benefit of the occupants of holiday lets or second-homes this Council calls upon the government to introduce legislation requiring such properties to pay 100% council tax.”

The motion received overwhelming support and was carried without objection.

HIGH STREET UNDER THREAT?

Constantly we are hearing or reading news reports on the decline of the town centres throughout the UK. The drop in footfall over the Christmas period and the possible closure of HMV are just the latest headlines.

Is Totnes High Street an exception or will it eventually follow the national trend and suffer from a drop in trade and footfall?

Report to: **Overview and Scrutiny Panel**

Date: **1 November 2018**

Title: **Town Centres Strategy**

Portfolio Area: **Customer First**

Wards Affected: **All**

Relevant Scrutiny Committee: N/A

Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken: through individual Neighbourhood Plans

Author: **Tom Jones** Role: **Community of Practice Lead Place Making**

Contact: **thomas.jones@swdevon.gov.uk; 01803861404**

RECOMMENDATION

That the Panel expresses its support for the proposed way forward as outlined in Section 5 of the report.

1. Executive summary

- 1.1 Members have expressed concern that changes to the provision and consumption of retail services has and will continue to have a profound effect on communities in South Hams. Specifically, that in the absence of a co-ordinated approach to monitoring change and seeking to address any adverse impacts, the risk exists that the role of main (and other) centres could change in a manner that is detrimental to the well-being of residents and commercial interests.
- 1.2 At the O&S Panel meeting of 2 August 2018, Members requested that the CoP Lead Place Making, following discussion with Ward Members for each of the four main towns, brings a proposal to this

Panel to set out whether and what the approach of the Council should be to the vitality of town centres.

2. Background

- 2.1 Recent reports (Portas and Grimsey) commissioned by the Government / main political parties together with anecdotal evidence, including frequent reports in the media, indicate that the provision and use of on line retail services is having a profound impact on the amount and mix of retailers on the High Street.
- 2.2 Conversely, the Retail and Leisure Study (2017), which is the primary evidence to support the Joint Local Plan, suggests that the four main centres in South Hams have been successful in retaining their retail offer and that the retail offer is comparatively robust. The Report describes each of the towns as being an 'attractive centre which is considered to perform well in term of its function in the hierarchy; meeting retail needs of local residents and residents from the surrounding rural catchment'.
- 2.3 Informal research by the CoP Lead, including ad hoc interview with shopkeepers and representatives of the various Chambers of Commerce, suggests that the position is more precarious, with many retailers expressing concern about medium to long term viability.
- 2.4 There is no similar report or survey information available with respect to the wider scope of services that centres provide and / or that are provided within a Town / Parish. It is perhaps these rather than retail services that are of greatest interest since retail in itself is more about comparison goods than essential services and can be accessed on line, whereas communities rely on the physical and local provision of some services.
- 2.5 The Portas and Grimsey Reports both point to the risk that town centre decline can lead communities to fragment, and towns to lack identity and not be attractive for investment or a cradle for enterprise. From a Place Making point of view my concern would be that in the event of a collapse of town centres residents, particularly vulnerable residents, may struggle to access services and resources. The response championed by the Grimsey report is that in the face of market forces, which is for retail transactions to be increasingly on line, we are to ... 'Forget retail for town centres, they need to become community hubs based on health, education, entertainment, leisure and arts and crafts.'
- 2.6 Whilst I concur largely with this view, there is a significant proportion of the South Hams population that does not enjoy good access to the internet and / or is not comfortable using it. In addition, as a major destination for vacations the towns of the

South Hams provide a valued tourist resource with shopping being a key activity.

- 2.7 With reference to the Council's Corporate Plan and key responsibilities we can see that relevant objectives within this subject area include supporting enterprise; protecting, conserving and enhancing our built and natural environment; supporting positive, safe and healthy lifestyles; and helping those most in need.
- 2.8 It is the view of the CoP Lead, therefore, that it is in the public interest and in keeping with the Corporate Objectives of the Council to co-ordinate the approach to town centres and / or 'community centres' to seek to ensure residents have good access to key services and that these centres remain vibrant for residents, visitors, service providers and general commerce alike.
- 2.9 It is recognised that each settlement has a unique combination of circumstances, although the majority of the individual issues are the same. Issues arising through conversation (as referenced in paragraph 2.3, above) include:
- Access to services and facilities;
 - Environment (built and natural) and ambience
 - Legibility and ease of movement
 - Events / marketing unique offer of each town
 - Parking provision and price
 - Business rates
- 2.10 A key area of responsibility is strategic planning since it is the regulatory planning framework that guides appropriate uses in town centres.
- 2.11 It is also notable that the scope of interested and 'responsible' parties is wider than the scope of responsibility of the Council.
- 2.12 It is the view of the CoP Lead for Place Making that the response of each community needs to be tailored to the unique combination of circumstances and that Neighbourhood Plan Groups provide an appropriate and effective vehicle through which to develop individual approach to Town Centre vitality. This activity presents opportunities for the Council to work in a supporting and co-ordinating capacity, with the emphasis being to act as a guide for a planning policy approach; a forum for discussion of the wider scope of issues; and a catalyst for community led actions.

3. Outcomes / outputs

- 3.1 Neighbourhood Planning Groups would act as a focus for formal and informal interest groups, providing an opportunity to discuss the wider scope of activities that affect the provision of community centre functions.

- 3.2 NPGs would provide a strong forum to act as a catalyst for community led action supported by the Council. The CoP Lead for Place Making would provide advice with respect to the development of planning policy and act in a co-ordinating role to ensure the wider interests of the community, such as those at paragraph 2.9 above, are considered.
- 3.3 Neighbourhood Plans would provide a bespoke planning response to set a framework for a managed evolution of town (and community) centres to maintain and enhance vitality; and to secure access to key services.
- 3.4 The CoP Lead Officer is able to commit to time to support NP Groups following the appointment of a Project Manager to lead the JLP Team. It is estimated that this would be, on average, no more than one day a week.

4. Options available and consideration of risk

- 4.1 The alternatives can be categorised broadly as either providing more resource or providing less resource.
- 4.2 A commitment by the Council to a greater resource might include more Officer time and undertaking / commissioning reports and assessment with a view to better understanding the forces and opportunities in each centre. It is the view of the CoP Lead Officer that this is likely to lead to the Council failing to meet expectations since there is insufficient Officer resource and budget available. There is also a risk that greater involvement by Council Officers would not be welcome as a key purpose of Neighbourhood Planning is for communities to lead with respect to the appropriate responses to issues within their area.
- 4.3 A lesser resource would vary from less time to no involvement. It is the view of the CoP Lead Officer that this would represent an inadequate response to addressing potentially damaging changes to communities.

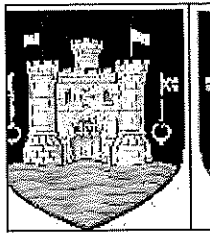
5. Proposed Way Forward

- 5.1 It is recommended that the CoP Lead for Place Making engages with Neighbourhood Plan Groups to develop individual and a co-ordinated approach to Town Centre vitality.
- 5.2 This would predominantly entail, amongst other activities, advising with respect to appropriate planning policy responses to issues identified by a NP Group; co-ordinating meetings between interested parties; working with a NP Group to secure funding for related work / studies / activities; and providing general related support.

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal / Governance		In addition to supporting the preparation of Neighbourhood Plans the Council has a remit to support enterprise; protect, conserve and enhance the built and natural environment; support positive, safe and healthy lifestyles; and to help those most in need. The recommended course of action would consolidate existing actions of the Council in respect to all of these matters. The CoP Lead can operate within existing delegated authority and in conjunction with Cllrs.
Financial		There are no financial implications.
Risk		There is no known risk of any significance.
Comprehensive Impact Assessment Implications		
Equality and Diversity		No specific Equality and Diversity implication, but to be monitored, as usual, for any subsequent actions / activities. It is anticipated that NP objectives and policies would seek to support equality and diversity.
Safeguarding		No direct implications.
Community Safety, Crime and Disorder		No specific implication. It is anticipated that NP objectives and policies would seek to support safety and crime.
Health, Safety and Wellbeing		Positive outcomes are anticipated from the making of the Neighbourhood Plan.
Other implications		None

Appendices:
None



DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 3rd DECEMBER 2018 AT THE GUILDHALL TOTNES

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

Apologies: Councillors Sermon, Parker M Adams and R Adams.

In Attendance: Catherine Marlton (Town Clerk), Christina Bewley (minutes), Peter Bethel (Town Sergeant), District Councillor Birch, District Councillor Green, Soundart Radio x 1, Press x 1, and 7 members of the public.

No	Subject	Comments
1	To receive apologies.	Apologies were given by Councillors Sermon, Parker M Adams and R Adams. It was RESOLVED to accept the apologies.
2	The Mayor will request confirmation that all Members have made any amendments necessary to their Declaration of Interests, if appropriate.	None.
3	<p><i>The Council will adjourn for the following items:</i></p> <p>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 Council or other items that affect Totnes.</p>	<p>The Manager of Totnes Leisure Centre advised the meeting about changes that have been made to the Leisure Centre.</p> <p>District Cllr Birch advised that he has challenged the validity of SHDC Executive's decision to introduce a Pay-on-entry scheme for the public toilets in the town and that the issue has now been referred to the Overview & Scrutiny Committee. He suggested the Town Council should arrange to meet with SHDC Cllrs and officers to voice its objection.</p> <p>A member of the public raised concerns about the space that will have to be lost in the Coronation Rd and Civic Hall public toilets to accommodate the Pay-on-entry mechanisms.</p> <p>Two representatives from Proud2Be raised the issue of finding a location for the proposed Rainbow crossing. He spoke about problems faced by LGBT youths and how the Rainbow crossing would show the town's support for those youths.</p> <p>A member of the public raised concerns on whether there should be height restrictions on developments on the industrial estate.</p>

	<p><u>Reports from County and District Councillors</u></p> <p><i>The Council will convene.</i></p>	<p>a) County Councillor Hodgson provided a written report. She reported that there was an interesting meeting of the Traffic & Transport Forum last week where some new schemes were considered. A report will be submitted to the Town Matters Committee.</p> <p>b) District Councillor Green provided a written report. He encouraged members of the community to stand as District Councillors in next year's elections.</p> <p>c) District Councillor Vint provided a written report. He advised that the Baltic Wharf site meeting ensured a scheme was agreed which retains the existing temporary route as a public right of way and secures public access through the site.</p>
4	<p>To approve and sign the Minutes of the following Meetings: <i>(Please note confidential minutes can be agreed but any discussion must be held in Part 2):</i></p> <ul style="list-style-type: none"> a. Full Council 5th November 2018 b. Council Matters 12th November 2018 c. Town Matters 22nd November 2018 	<p>It was RESOLVED to approve and sign the Minutes of the following meetings :</p> <ul style="list-style-type: none"> a. Full Council 5th November 2018 b. Council Matters 12th November 2018 c. Town Matters 22nd November 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> <ul style="list-style-type: none"> a. Full Council 5th November 2018 b. Council Matters 12th November 2018 c. Town Matters 22nd November 2018 	<p>The following matters arose:</p> <ul style="list-style-type: none"> a. <u>Full Council 5th November 2018</u> <p>Item 3 – a letter regarding Universal Credit has gone out.</p> <ul style="list-style-type: none"> b. <u>Council Matters 12th November 2018</u> <p>Item 5 – It was RESOLVED to accept the first part of the recommendation; that the Town Council does not take over responsibility for the 3 play areas offered by SHDC. The second part of the recommendation will be decided through the precept setting process.</p> <p>Item 6 - It was RESOLVED to accept the recommendation.</p> <p>Item 8 - It was RESOLVED to accept the recommendation.</p> <ul style="list-style-type: none"> c. <u>Town Matters 22nd November 2018</u> <p>Item 3 – No response has been received yet from the</p>

	<p>Rugby Club. It was RESOLVED to accept the recommendation.</p> <p>It was AGREED to suspend standing orders to allow District Councillor Birch to speak.</p> <p>D.Cllr Birch read out an e-mail received from the SHDC Housing Officer which gave an update on the current position regarding the evictions. 8 families have been re-housed and the two remaining families are being helped.</p> <p>Cllr Vint suggested having a dialogue with SHDC instead of lodging an objection as proposed.</p> <p>An amendment to the recommendation was proposed which changed the last half of the sentence to 'and that they pursue their stated intention to build social housing'.</p> <p>The meeting reconvened.</p> <p>Item 6 – The recommendation was amended to say 'that TTC writes to SHDC objecting to the change in housing policy which creates emergency housing stock by evicting tenants, and that they pursue their stated intention to build social housing'. It was RESOLVED to accept this amended recommendation.</p> <p>Item 7 - It was RESOLVED to accept the recommendation in principal and to ratify the decision when the document has been seen.</p> <p>Item 8 – Second bullet point wording needs correcting. It was RESOLVED to accept the recommendation.</p> <p>Item 14 – the Clerk withdrew the recommendation and replaced it with the following which was sent out to all Councillors by e-mail:</p> <ul style="list-style-type: none"> • The formal diverted Public Right Of Way (PROW) to follow the existing temporary PROW diversion route through the open space. This temporary route being the one that has been used for the last few years (it starts with a tarmac section) whilst construction was underway, and that agreed with DCC as a temporary PROW diversion. This temporary route contains steps, however the number are limited, and the route is consistent with the PROW route further south towards Sharpham (i.e. the rest of the PROW is rural/uneven/hilly, etc). • A permissive route through the Baltic Wharf Phase 1 estate, linking in with the PROW at the junction with the formal diverted PROW. An S106
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		<p>agreement will be drawn up to secure this permissive route through the estate This route will not be a formal PROW and it can be made clear in the s106 that there is no intention to dedicate this as a PROW, however the s106 agreement will ensure the availability of the permissive route for the wider community in perpetuity, this positive covenant or obligation will become a land charge and apply equally to any subsequent owner of the land. This also addresses the Committee's concerns about Baltic Wharf potentially becoming a gated community.</p> <p>It was RESOLVED to accept this new recommendation.</p>
6	To consider the draft designs for the Market Square and the 18/19 budget allocation for expenditure.	<p>The Clerk advised that the designs on display have come in today and appear to fulfil the brief. The procurement process will run from January to May and Cllrs just need to, at this stage, agree to make an allocation to the project of £32k. Comments on the design can be provided over the month and a decision made on that at the January meeting. The designs can be made available for the public and market traders to see over the month before the next FC meeting on 7th January.</p> <p>It was AGREED that the council would support the project in principal and would make an allocation of funds to support it.</p>
7	To ratify the appointment of the Civic Hall Caretaker.	It was RESOLVED to accept the recommendation.
8	<p>To make a recommendation on the following planning application:</p> <p>1891/18/FUL - READVERTISEMENT (Revised Plans) External alterations to existing building including new cladding, windows and doors, new stairwell extension to the rear, new walkways and balconies. Parkers Barn, Parkers Way, Totnes, TQ9 5UF.</p> <p>The original application went to Town Matters on 19 Jul and the TTC recommendations was: Support. The Committee would seek assurances that the timber cladding meets building and fire regulation requirements.</p>	<p>Cllrs Vint and Hodgson declared an interest as members of the SHDC Planning Committee and will abstain from voting.</p> <p>It was RESOLVED to accept the recommendation but Cllrs want to be advised of the number of social housing units in the project.</p>
9	<p>To consider a motion from Cllr J Hodgson:</p> <p>I propose Totnes Town Council declares a Climate Emergency.</p>	Cllr Hodgson explained the reason for the motion and explained about Citizens assemblies. She suggested grants from the Council could be made on the basis of whether the projects support this motion.

		<p>It was RESOLVED to support the motion.</p> <p>Any ideas under point 7 of the motion should be sent to the Clerk.</p> <p>Cllr Hodgson offered to run a workshop in January for Councillors to attend to come up with actions the Council could take.</p>
10	To consider an updated project plan and 18/19 budget allocation for the Neighbourhood Plan. 2019/20 expenditure will be discussed through the precept setting process.	<p>Cllr Simms explained that an application will be submitted for Locality funding to cover the Tor Ecology work and therefore the amount included in the budget for that is only a contingency should the application be refused for any reason.</p> <p>The Clerk explained that Landsmith Associates have been instructed but cannot progress any further without the Tor Ecology work being completed. Cllrs are therefore being asked to approve the proposed use of the allocated funds in the budget to allow the work to be progressed, but it is likely that Locality funding will be awarded which will cover the Tor Ecology costs.</p> <p>It was RESOLVED to approve the proposed expenditure from the NP budget allocation for 18/19 for Landsmith Associates, mapping disbursements and Tor Ecology. If the Locality funding of £3150 is received then the costs for the Admin and Planning policy support work can be considered.</p>
11	To consider the decision of the SHDC Executive to install pay on entry in all three Town toilets – Market Square, Coronation Road and Steamer Quay	<p>Standing orders were suspended.</p> <p>D.Cllr Birch suggested the Town Council should arrange to meet with SHDC Cllrs and officers to review the decision to install pay-on-entry systems in 3 of the public toilets in the town.</p> <p>D.Cllr Green commented that the decision by SHDC Executive is to be reviewed by the Overview and Scrutiny Committee.</p> <p>The meeting reconvened.</p> <p>It was RESOLVED that a meeting with SHDC Cllrs and officers would be arranged.</p> <p>The Mayor asked that Cllrs Hendriken, Piper, Allen and Hodgson, plus a Town Council Officer should attend. Those not attending the meeting can send their questions or comments to the Clerk.</p>
15	<p>To note the date of the next meeting: Monday 7th January 2019 at 7pm in The Masonic Hall</p>	

Ended 9.05pm

Catherine Marlton
Town Clerk



Item 4B

DRAFT MINUTES FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 10TH DECEMBER 2018 AT THE GUILDHALL TOTNES

Present: Councillor T Whitty, Cllr Simms, Cllr E Price, Cllr P Paine, Cllr J Hodgson, Cllr R Adams, Cllr J Sweett
 Apologies: Cllr J Westacott MBE, Cllr M Adams
 In Attendance: Catherine Marlton (Town Clerk), 1 member of the press

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	Apologies were received from Cllr J Westacott and Cllr M Adams and these were AGREED .
	Public Question time	Representatives from Caring Town Information Exchange and Citizens Advice came to feedback to Councillors on the successes of their projects so far and their joint proposal going forward from 2019/20. Councillors expressed support for both projects and welcomed the news that the most vulnerable members of the community were being helped, especially in light of the national changes to benefits.
2	To discuss any matters arising from the minutes of: a) Council Matters 12 th November 2018 (already agreed through Full Council)	No matters arising.
3	To consider the current year's budget allocations and balances and non-confidential proposals for 2019/20.	The current year budget monitor was considered and approved. No virements were considered necessary at this time. The budget proposals for 2019/20 were considered line by line. It was RECOMMENDED to Full Council that a precept of £494,000 be agreed which in addition to the last year of the Council Tax Grant equates to £514040 total. This will increase the Band D equivalent to £171.33 which equates to £3.78 per month.
4	To note the date of the next meeting: Monday 14th January at 7pm in The Masonic Hall	
<i>The Committee will be asked to RESOLVE to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>		
5	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	These were AGREED .
6	To review the alarm provider for servicing and monitoring (commercially sensitive)	It was AGREED that the current service provider should continue at this time but that if concerns continue over service and call out charges then further quotes from other providers should be obtained.
7	To consider the draft 2019/20 budget including detailed staffing information	The staffing breakdown of the current 2018/19 and proposed 2019/20 was considered and AGREED .

Catherine Marlton

Town Clerk



**DRAFT MINUTES OF THE TOWN MATTERS COMMITTEE
THURSDAY 20TH DECEMBER 2018 AT THE GUILDHALL TOTNES**

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

Apologies: Cllrs R Hendriksen, M Parker, K Sermon and J Sweett.

Not Present: Cllr B Piper.

In Attendance: Sara Halliday (Administrator).

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	It was resolved to accept the apologies. Cllr Sweett had emailed comments about certain agenda items. Councillors appointed Cllr Vint as Chair for this meeting.
	<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>	
2	To discuss any matters arising from the minutes of 22nd November 2018. (Note: already agreed through Full Council.)	Item 3, 2.10 – Totnes Rugby Club and KEVICC will be invited to the next Town Matters Committee to discuss the potential long-term use of the football field by the Rugby Club. Item 6 – Letter sent. Item 8 – Letter sent. An email will be circulated to all Councillors with details of the South Hams District Council Executive Committee discussion last week and the officer's report of the public consultation.
3	To note or make recommendations on the following tree works orders: Works to Trees in a Conservation Area: 3a) 3875/18/TCA – T1: Walnut – Fell to near ground (tree is infected with Honey Fungus). 1 Cistern Street, Totnes, TQ9 5SP.	No objection.
4	To make recommendations on the following planning applications: 4a) 3947/18/LBC & 3948/18/ADV – Advertisement and listed building consent for external shopfront (2 x fascia Coffee 1 and 1 x projecting sign) and internal alterations at 14-16 High Street; and 3944/18/FUL – Change of use from Class A2 (bank) to a mixed A1/A3 use (coffeeshop)	Applications available on the SHDC website – www.southhams.gov.uk 3944/18/FUL - No objection to change of use from Class A2 to A1/A3. 3948/18/ADV – Objection to the proposed illuminated signs, as the High Street is in the conservation area and no illuminated signs have previously been permitted in High Street or Fore Street.

	<p>together with shopfront alterations. 14 High Street, Totnes, TQ9 5RY.</p> <p>4b) 3945/18/VAR – Variation of condition 5 following grant of planning permission 2927/15/FUL (for amendments to 2 units). Development Site at Sx 794 614, Ashburton Road to Clay Lane, Dartington.</p> <p>4c) 3887/18/FUL – Single storey extension to existing café/bistro and part change of use from A1 to A3. China Blue, Station Road, Totnes, TQ9 5JR.</p> <p>4d) 3386/18/HHO – Householder application for alterations and second storey extension. 23 Elmhirst Drive, Totnes, TQ9 5UX.</p> <p>4e) 3784/18/HHO – Householder application for proposed refurbishment and extensions. 21 Kings Orchard, Totnes, TQ9 5BX.</p> <p>4f) 3684/18/HHO & 3905/18/LBC – Householder application and listed building consent for demolition of existing kitchen lean-to and creation of new kitchen/dining extension. Hatters Cottage, Collins Road, Totnes, TQ9 5PJ.</p> <p>4g) 3831/18/LBC – Listed Building Consent application for modernization of Grade 2 listed building, to include a new second floor bathroom and en-suite, with associated soil pipe connection to existing sewer, complete re-wire, new power points and under floor heating. Strengthen floors by overboarding and/or noggins and additional joists. Replace one 'modern' window with new Yorkshire Sash to match other existing. 1 Leechwell Lane, Totnes, TQ9 5EA.</p> <p>4h) 3795/18/ADV – Advertisement consent for installation of 6no A1 boards along cycle path route with 3no wooden notice boards at the ends of the path. Sharpham House, Ashprington. TQ9 7UT.</p>	<p>Support.</p> <p>Support.</p> <p>Support in principle, subject to the submission of a wildlife report, as the works contain changes to a roof space.</p> <p>Support.</p> <p>Cllr Allen declared a personal interest. Support.</p> <p>Support.</p> <p>Support.</p>
<p>NOTE: Cllrs JH and RV observe and do not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.</p>		
5	To note updates from the Young People/Youth Link Councillors.	Cllr Sweett's report was noted. The Committee were pleased to hear the updates from the various youth groups, and particularly the good works by Jamming Station.
6	To consider a request to introduce residents parking in Parkers Way, Parkers Close and Brooklands in Bridgetown.	This issue has not previously been raised at Bridgetown Alive! meetings. It was acknowledged that there is an issue with those who are parking in residential roads and going off to work in the town all day (at various locations) but creating residents

		<p>parking only pushes the parking problem elsewhere, and that a review of residents parking is needed.</p> <p>To RECOMMEND to Full Council that:</p> <ul style="list-style-type: none"> • The Totnes and District Traffic and Transport Forum look at this request, and all existing residents parking areas, for review; and • TTC conducts a survey of the affected roads to gain the wider opinion of residents.
7	To confirm the Full Council resolution on the formal consultation for the Baltic Wharf Public Path Varying Order 2018, Footpath No. 2 Totnes.	As no revised plans for the footpath have been received, this item was postponed.
8	To consider whether current defibrillator facilities in Totnes are sufficient.	<p>Cllr Webberley raised concerns from a resident posted on Facebook about the lack of a comprehensive list of defibrillator facilities in Totnes, particularly in Bridgetown, and the struggle to find these details in an emergency.</p> <p>To RECOMMEND to Full Council that:</p> <ul style="list-style-type: none"> • Community groups are made aware of grant funding available to apply for the installation of defibrillators; • TTC encourages those organisations who have defibrillators to ensure they are registered with the South Western Ambulance Service and the websites nddb, heartsafe and goodsamapp; and • TTC asks organisations to confirm the locations of defibrillators in Totnes and that a list of locations is posted on the TTC website, in the Totnes Directory and at bus stops.
9	To note the Citizens Advice South Hams Annual Report for 2017/18.	<p>Noted.</p> <p>To RECOMMEND to Full Council that TTC supports the Citizens Advice request for funding of £300 as part of its budget setting process in January 2019.</p>
10	To note the appeal decision on Bowden Reservoir, Fishchowters Lane, Totnes, TQ9 7RX.	Noted.
11	To note the Devon County Council True Street Cross at A385 to Blackpost Lane, Berry Pomeroy No Right Turn Order.	Noted. Cllr Hodgson updated the Committee that Berry Pomeroy Parish Council has concerns about this proposed road change and is requesting a site visit with Devon Highways officers to review this and the main A385-Berry Pomeroy junction.
12	To note the Totnes Supporting Fairtrade minutes of the meeting on 13th November.	Noted.
13	To consider the revised Totnes Town Council Transport Policy and Strategy.	Cllr Hodgson explained the changes to the document which had been discussed at the last Totnes and District Traffic and Transport Forum. As the Air Quality Action Plan uses a scoring system for projects, a similar format has been applied and TTC Cllrs should consider how they would grade the potential projects listed based on improving air quality and improving quality of life (columns 1 and 2).

		<p>It was AGREED that:</p> <ul style="list-style-type: none"> • The updated Totnes Transport Policy and Strategy would be circulated to all Councillors, along with the Part 5 – Schemes section for scoring the projects in columns 1 and 2; • All Councillors are encouraged to attend the next Totnes and District Traffic and Transport Forum on 23rd January 2019 at 6.30pm at the REconomy Centre where Section 5 will be worked through; and • Section 5 will then return to Town Matters for comment before going to Full Council. <p>[Cllr Allen left the meeting during this item]</p>
14	To note the date of the next meetings of the Town Matters Committee – Thursday 24th January 2019 at 7.00pm in the Masonic Hall.	Noted.

CHAIR

Market Square– January 2019 Full Council

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

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

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

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

January 7th 2019 – Town Council precept is set with the budget contributions outlined in this proposal confirmed. The Town Council signs off the design to officers to project manage.

Jan - May 2019 - procurement process and project planning. The Market Square elements will be managed by SHDC and the conversion of the old section of the Civic Hall will be managed by the Town Council. Officers of both authorities will work together to dovetail the construction and where possible share costs such as surveys and professional fees. The overall design of the Civic Hall building will need to be agreed by SHDC as the freeholder and planning authority.

Autumn 2018 – Steps are replaced, ramp reconfigured and upgraded, works start on conversion of the listed section of the Civic Hall

Winter 2019/20 – Resurfacing and installation of new planters and seating is undertaken.

These first 2 phases of works should be completed by Spring of 2020. Town Councillors will be asked to consider future phases as part of the precept setting process for the 2020/21 annual budget.

Phase 1

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

Phase 2

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

Phase 3

- a. Uplift to the underneath of the Civic Hall area.

Proposed budget

18/19		
Already spent	£16500	SHDC/TTC/Arts Council
Water Fountain	£2400	TTC
Water Fountain	£1000	Cllr Green Localities Budget – applied for tbc
Installation and framing of Mosaic pieces	£5000	Paige Adams Trust – confirmed funding
Survey works for surfacing and step install	£2000	SHDC
Lighting consultation survey	£600	TTC
TOTAL	£27500	
19/20		
Noticeboards, signage, lighting	£25000	TTC
Ramp improvements and conversion of older Civic Hall section into Town Council offices.	£150000	TTC
Resurfacing of Market Square materials and construction	£200000	SHDC
Planting/seating/bike racks	£15000	S106 funds – funding tbc
Replacement steps	£15000	SHDC
Replacement steps	£10000	TTC
1 of 2 electronic noticeboards for community use	??	Applied to Communities Together funding at SHDC - TBC
Rainbow Crossing	??	Fundraising? Sponsorship?
TOTAL	£415000	
20/21		
Uplift/improvement to the underneath of the Civic Hall	£25000	TTC
TOTAL	£25000	

Exciting Improvements Coming to the Heart of Totnes

1 message

Vicky Croughan <mail@shwd.vuelio.co.uk>
Reply-To: victoria.croughan@swdevon.gov.uk
To: clerk@totnestowncouncil.gov.uk

Tue, Dec 11, 2018 at 1:32 PM



News Release

Communications and Media Team

Tel: 01803 861368

Email: communications@swdevon.gov.uk

Exciting Improvements Coming to the Heart of Totnes**11/12/2018**

An exciting programme of improvements to uplift the appearance of Totnes Market Square has been agreed by South Hams District Council, in close partnership with Totnes Town Council.

The enhancement programme designed by local architects Harrison Sutton Partnership, looks to deliver replacement bespoke steps with integrated planters and seating areas. The existing ramp will be widened and re-levelled and clad in oak sleepers with additional improvements to lighting. Mosaic art pieces produced by a local artist and school children will be included in the design, together with a new drinking water fountain.

The entire area will be resurfaced with the improvements being scheduled to avoid peak use in the summer season and during December when the Christmas Markets take place.

The timeline for the improvement projects will be phased over a 12 -18 month period starting in autumn 2019. The steps and ramp are to be completed in 2019 with the surfacing to follow in early 2020.

A tendering process will be undertaken early next year to appoint a contractor to carry out the works.

Cllr John Tucker, Leader of South Hams District Council, said: "This is an exciting opportunity to work in close partnership with Totnes Town Council to improve an important piece of public realm to the quality and standard it deserves. We are delighted help bring

this scheme forward and know the improvements will further enhance the town. We will make sure that work will be carried out around key dates for the market area and developed with community use firmly in mind.”

Catherine Marlton, Totnes Town Council's Town Clerk, said: “The Town Council undertook a Community Budgeting exercise in 2017 which showed just how important the public realm of Totnes is to residents, business owners and visitors. As a result the Town Council has entered into a partnership with SHDC to turn the original resurfacing of the Market Square into a larger scale upgrade of that area, which is high traffic for users and is also the location of the popular markets. I am hopeful that this project can bring real benefits and prove that Councillors are willing to respond and invest in priorities the community raise.”

ENDS

Notes to Editor:

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

January 7th 2019 – Town Council precept is set with the budget contributions outlined in this proposal confirmed. The Town Council signs off the design to officers to project manage.

Jan - May 2019 - procurement process and project planning

Autumn 2018 – Steps are replaced, ramp reconfigured and upgraded, works start on conversion of Town Council offices.

Winter 2019/20 – Resurfacing and installation of new planters and seating is undertaken.

Phase 1

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

Phase 2

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

Phase 3

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

Building on the success of the temporary rainbow crossing Proud2Be installed in September 2014, outside St Mary's Church in the High Street, Totnes, in the lead up to the Towns' second-ever Pride event, the local non-profit has put forward a proposal for a permanent rainbow crossing in Totnes.

The rainbow colours of the crossing will celebrate the full spectrum of diversity in Totnes and raise awareness about the issues still faced by the lesbian, gay, bisexual &/or trans+ (LGBT+) community. The rainbow courtesy crossing will put Totnes on the map as a town that celebrates equality and diversity. It will be UK's first permanent rainbow crossing.

In February 2015, Proud2Be were contacted by Greg Clark at QMS Ltd offering *'the line marking at no cost if it were to go ahead, on the understanding that we could use the project for marketing and promotion.'*

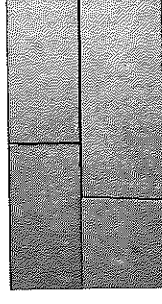
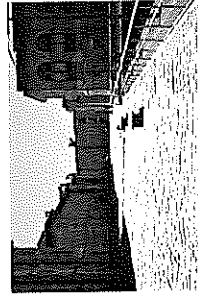
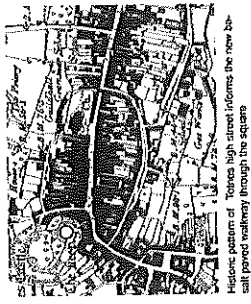
On request, Greg provided a technical data sheet for the proposed material which is a two-component cold plastic system called RollGrip. This is a Methyl Methacrylate (MMA) resin system which will provide good levels of slip-resistance and colour-fast durability.

In 2015 Proud2Be contacted Richard Gage, Conservation & Design Planning Team Leader at South Hams District Council. In his email dated 13th April 2015 he suggested that: *"any proposal will need to demonstrate that it has been informed through a thorough understanding of the special architectural and historic interest of the area and indeed be sensitive to it. Primarily this would be focused around the Conservation Area and the adjacent listed buildings and their settings."*

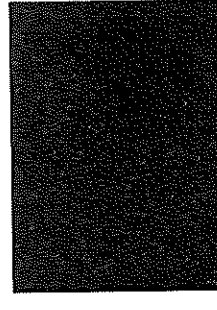
Extract of Minutes from Site Meeting in Totnes on 15th October 2018 (attended by town and county councillors, neighbourhood highways manager, 2 highways and traffic officers and three representatives from Proud2Be.

*"MJ and JF proposed installation of rainbow crossing in the square across the vehicle access to the Civic car park. Area is very pedestrianised, rainbow could be much larger, and it is not adopted as Highway. Believed to be District Council land.
CH said square was due for some maintenance in the coming year. JF pointed out this would be the perfect opportunity to include a design in this area."*

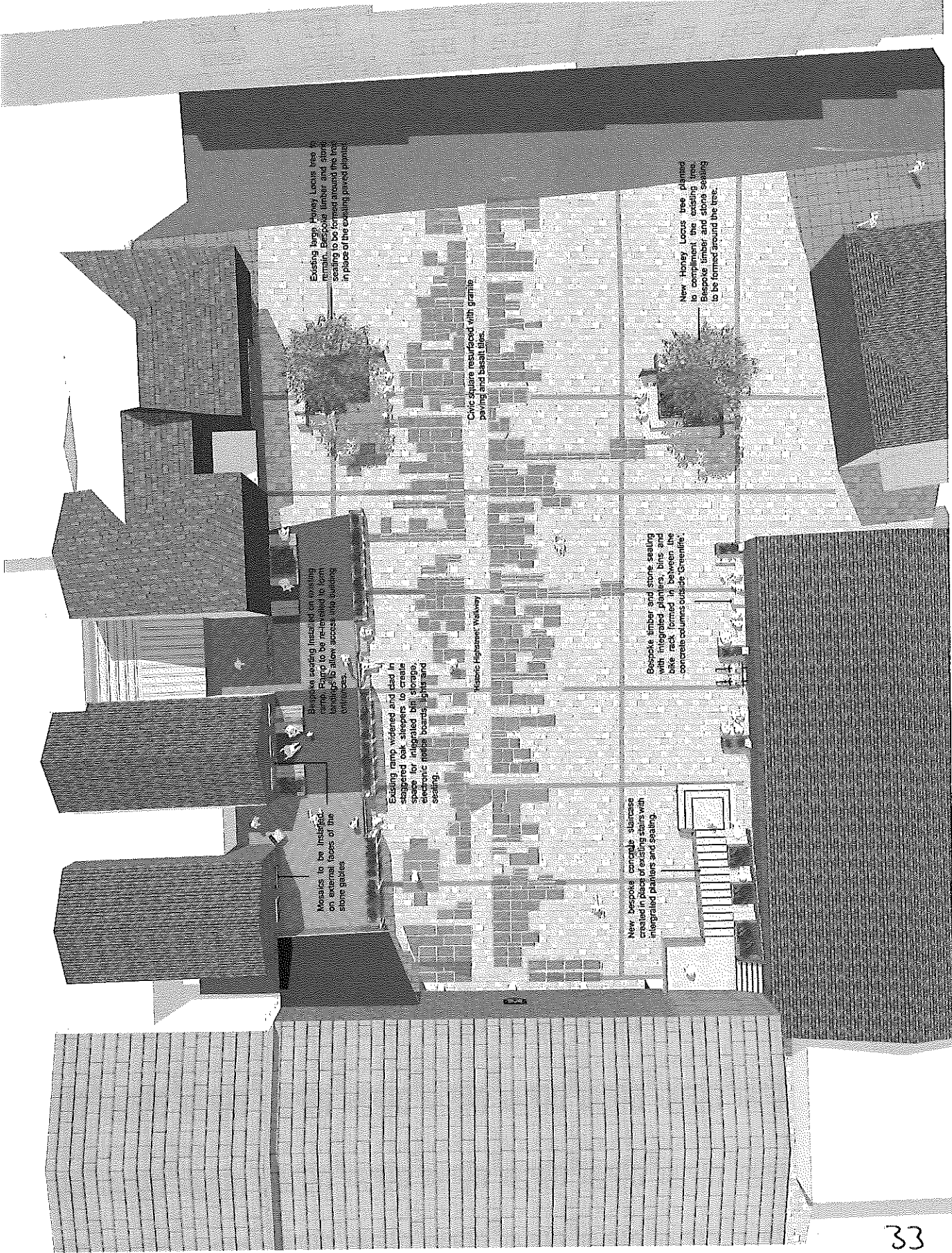
So far, 155 local people have pledged their support to the rainbow crossing via the Proud2Be website including Dr Sarah Wollaston MP, Alan Salt, The Principal – King Edward VI Community College, Totnes and Devon and Cornwall Police LGBT Association.



Mixture of grey/white/beige granite. Precedent photo of Royal William Yard, Plymouth



Basalt tiles to denote walkway through square



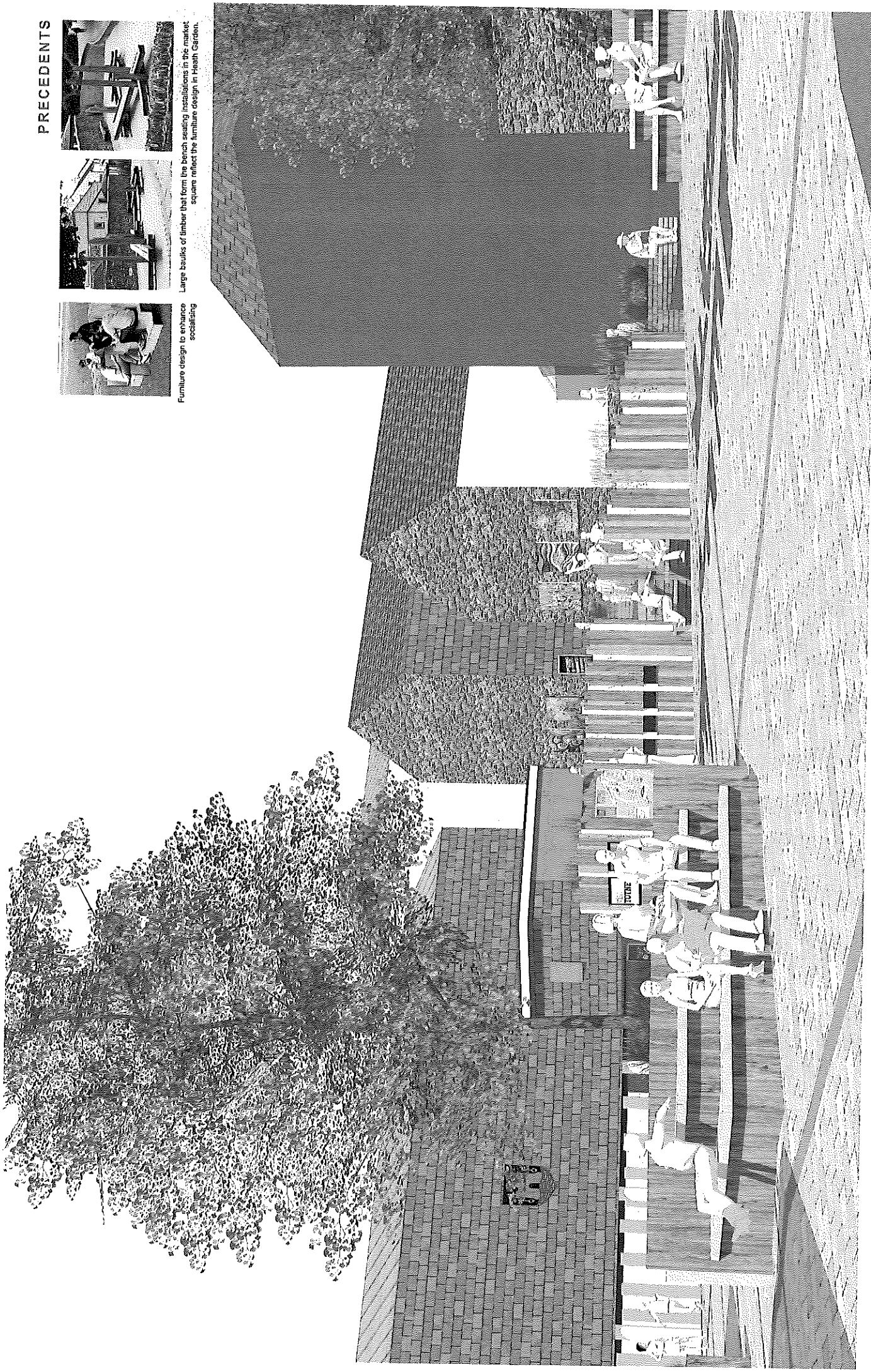
PRECEDENTS



Furniture design to enhance socialising



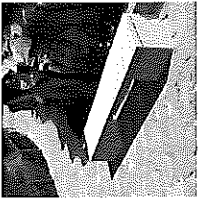
Large baulks of timber that form the bench seating installations in the market square reflect the furniture design in Heath Garden.



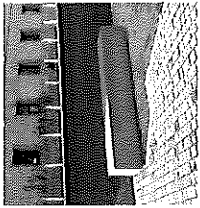
34 TOTNES CIVIC SQUARE | HIGH STREET APPROACH 1

00 HARRISON SUTTON PARTNERSHIP
00 PARTNERED ARCHITECTS

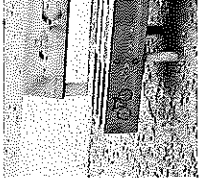
PRECEDENTS



Anything Stone Granite Garden Bench
2200 x 440 x 600mm



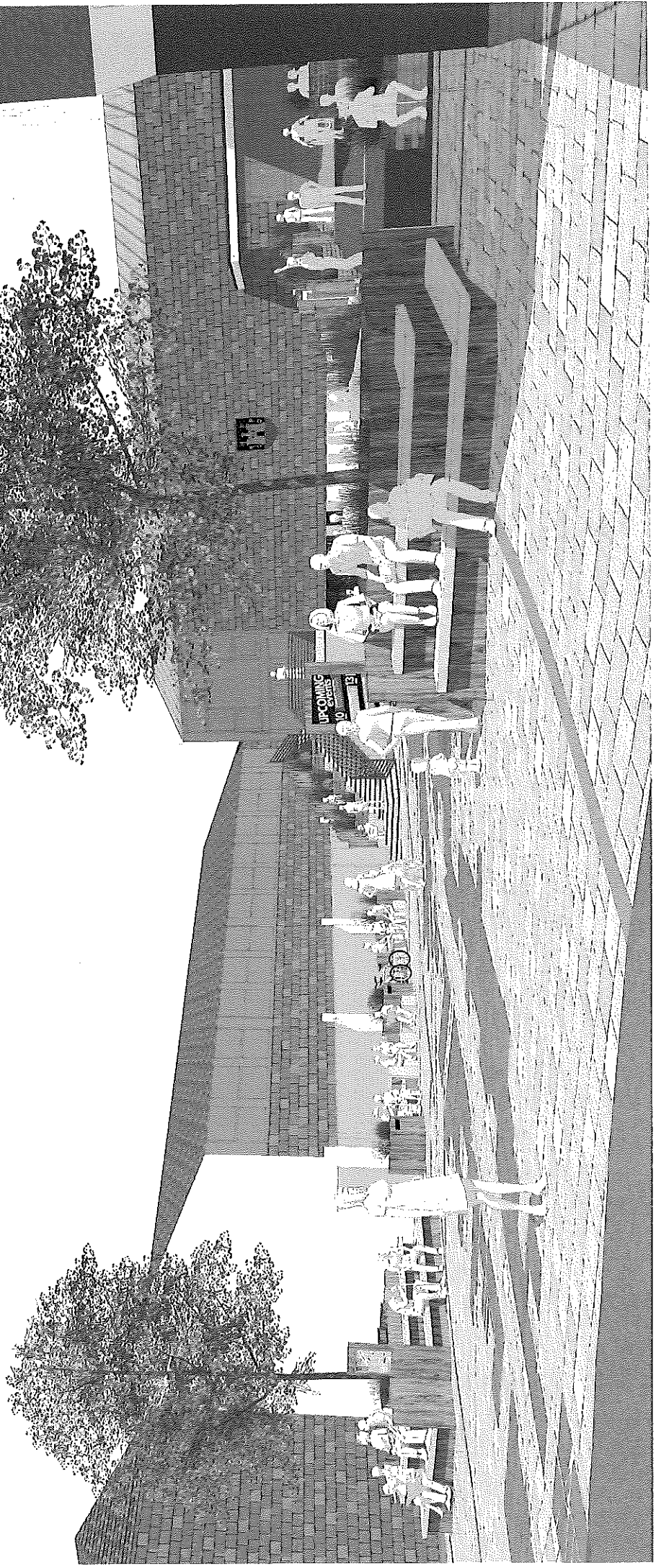
Anything Stone Granite Garden Bench
1800 x 450 x 600mm



Integrated bicycle storage

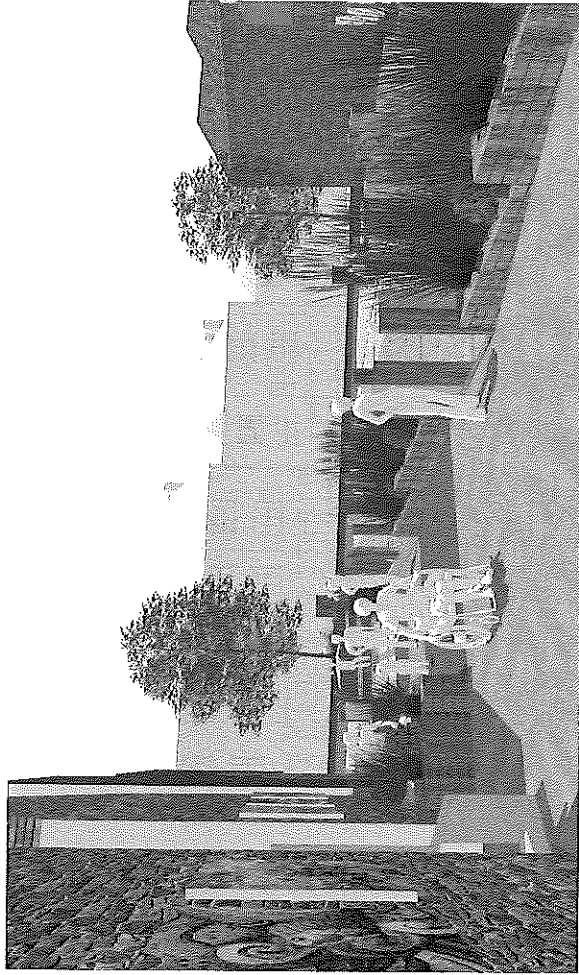


Integrated bicycle storage

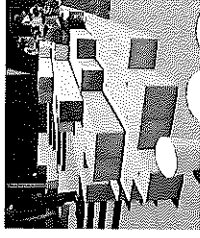


TOTNES CIVIC SQUARE | HIGH STREET APPROACH 2

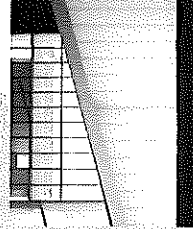
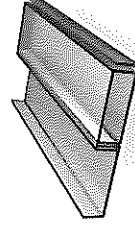
00 HARRISON SUTTON PARTNERSHIP
00 C H A N T E R S O A R C H I T E C T S



PRECEDENTS



Flexible seating using the concrete and wood palette.



Reglit glass pillars, shown illuminated at night. Other info lighting techniques can be used to uplift and illuminate the underside of the Civic Hall and along the walkway to the existing toilet.

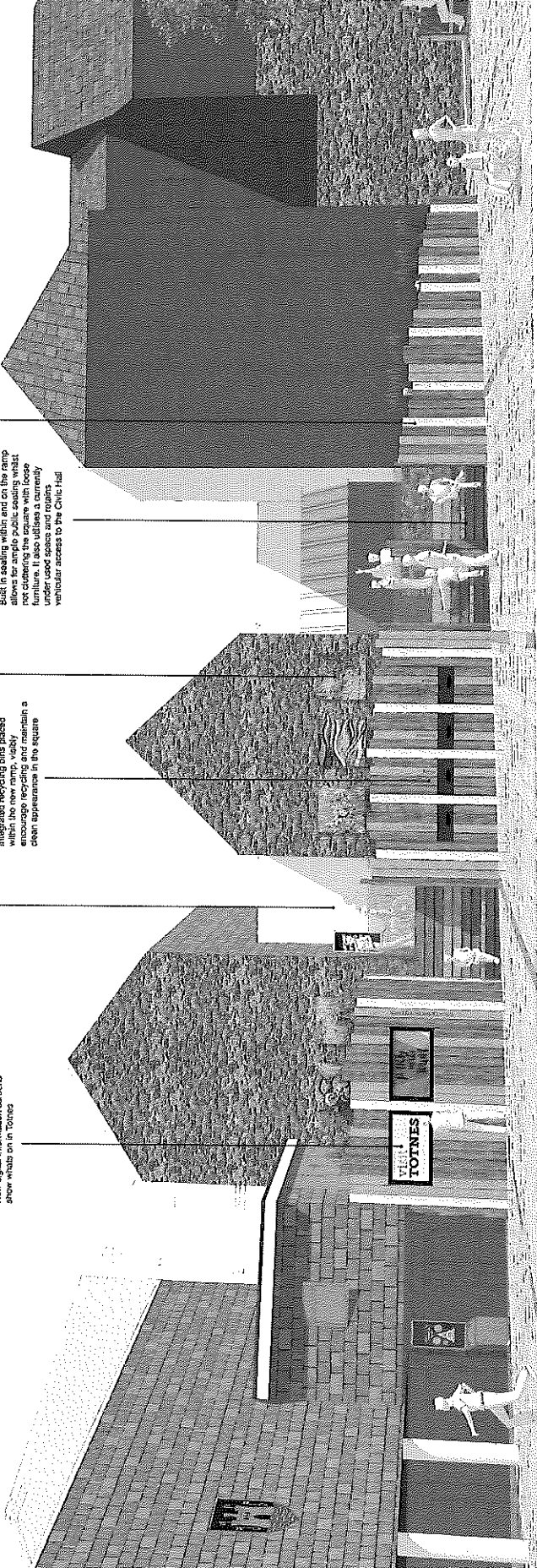
Reglit glass pillars are designed into the ramp facade, which emit self-lighting into the civic square of an evening.

7 sets of feature mosaic panels to display local art, with two under the Civic Hall

Integrated recycling bins placed within the new ramp, visibly encourage recycling and maintain a clean appearance in the square

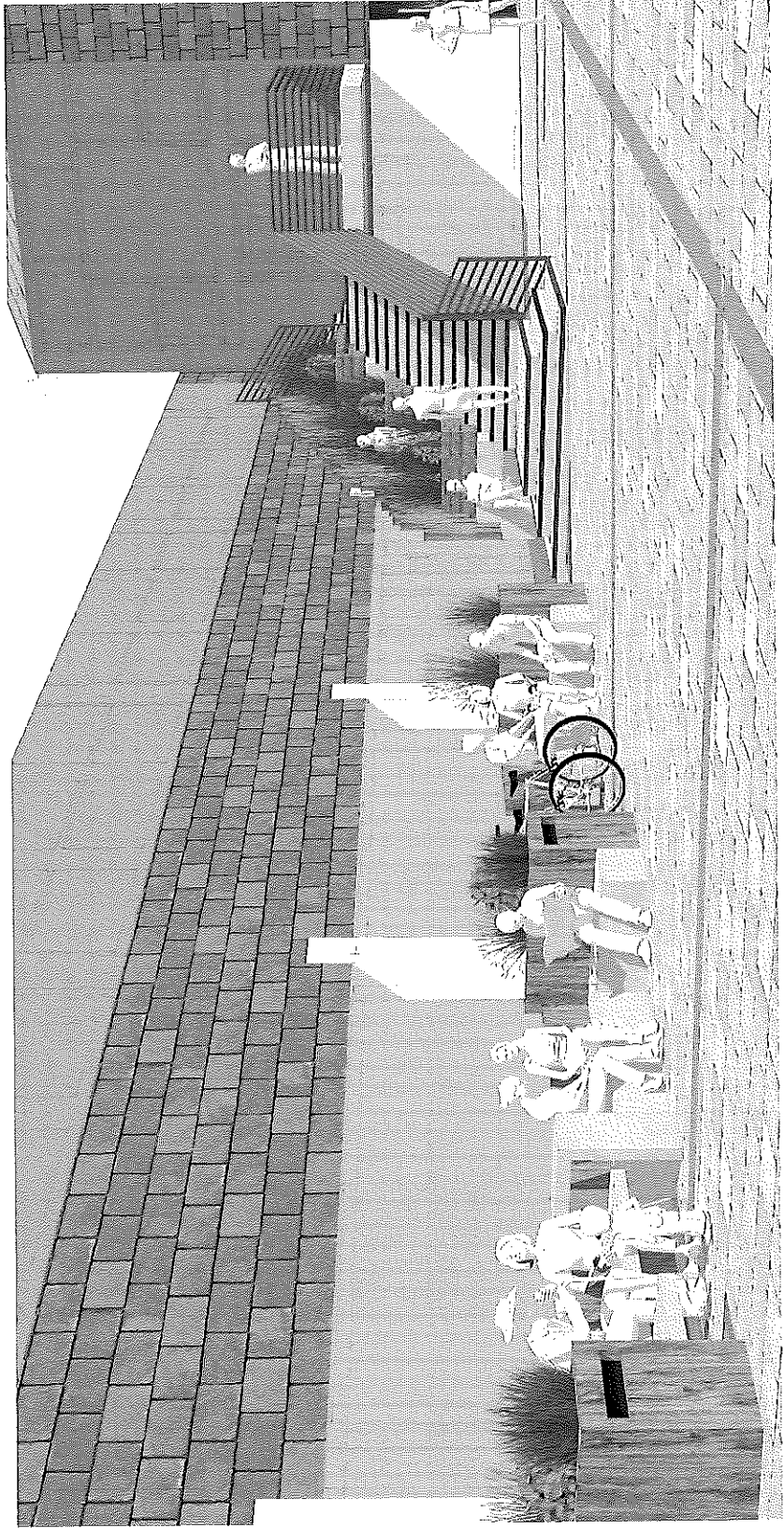
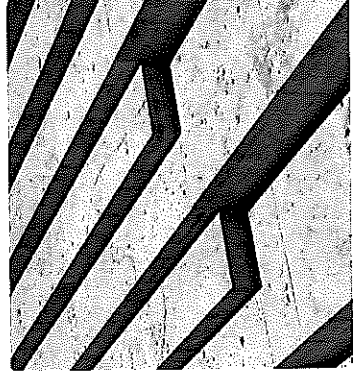
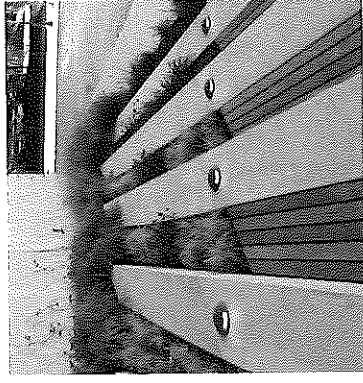
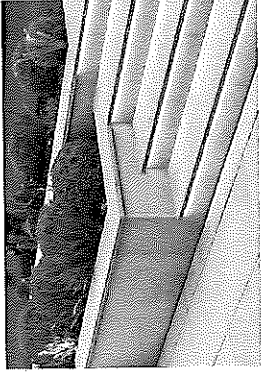
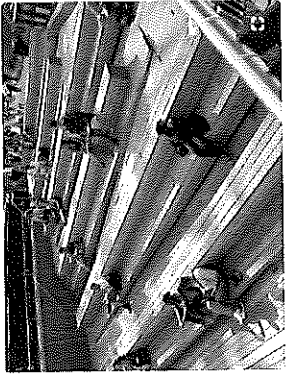
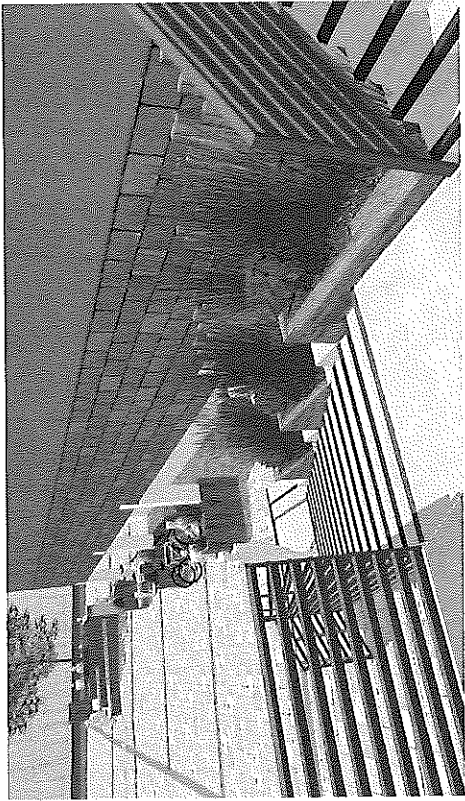
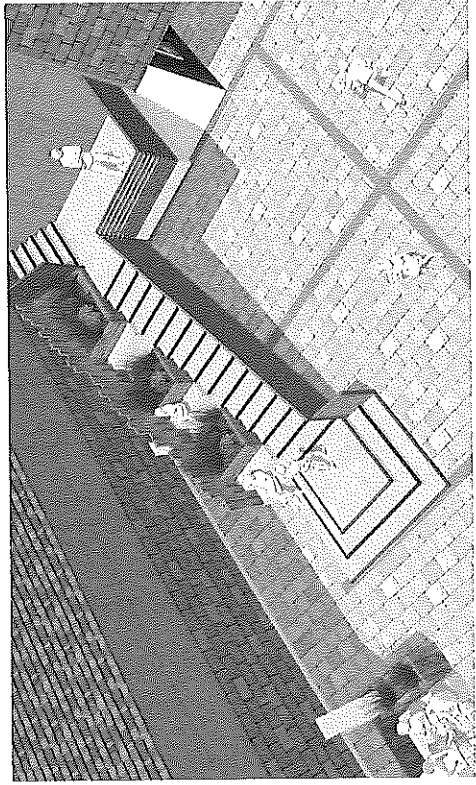
New digital information screens show whats on in Totnes

Built in seating within and on the ramp after seating the square with loose furniture. It also utilises a currently under used space and regains vehicular access to the Civic Hall



TOTNES CIVIC SQUARE | RAMP REDESIGN

HARRISON SUTTON PARTNERSHIP
ENVIRONMENTAL ARCHITECTS



TOTNES CIVIC SQUARE | STAIR REDESIGN

CO HARRISON SUTTON PARTNERSHIP
CO CARRUTHERS ARCHITECTS

PRECEDENTS

December | 2018 | hsp ref: 1604



Admin	
Salaries and Pensions	Separate detailed assessment - CONFIDENTIAL
Training and Travel	Separate detailed assessment - CONFIDENTIAL
Civic and Democratic	
Building Maintenance	£150,000 for remedial and conversion costs for the older section of the Civic Hall. This will dovetail into the Market Square improvement programmes and details will be managed by the Town Clerk through the Council Matters committee.
Paige Adams grant	£105,000 agreed in December 2018 for 'rates abatement'. Also costs associated with staffing and cleaning/caretaking will continue to be transferred back to the Town Council annually.
Property Maintenance	
Guildhall Office maintenance	Conversion of the current Guildhall offices into an additional residential unit. Provides an extremely good return financially in terms of income for a reasonable outlay cost of conversion. Also facilitates moving the Town Council offices over to the Civic Square which is a more visible and accessible location.
Cemetery	
Chapel	Currently does not require investment as the building is sound if not in use. Going forward could potentially be used as storage space for grounds maintenance equipment but the use of the building should be decided after the 2019 elections by the incoming Councillors.
Precept and income	
Precept and Income	Precept estimates based on the 18/19 tax base – new figures will be sent out before Christmas by SHDC so this figure may change in time for the January 2019 Full Council meeting
Council Tax Grant	Last year of this in 2019/20 so future years will need to allow for this loss.
Community Development	
Community Development projects	Skate Park money already agreed but not spent in 2018/19. Attachments for Caring Town/CTIE, Public Realm and Arts projects.

Reserves

It is essential that adequate reserves are maintained given the expected overspend in 18/19 and proposed spend from reserves in 19/20. The table below shows the estimated figures and I would advise that these reserves still fall within the acceptable range.

Audited year end
reserve 17/18

-345171

Year	Expected year end budget	Expected year end reserves	Expenditure by year	Reserve % of annual expenditure at start of year
18/19	23500	-321671	401000	86%
19/20	36000	-285671	650000	49.50%
20/21	-13500	-299171	480000	59.50%
21/22	-16500	-315671	477500	62.65%
22/23	-40000	-355671	455000	69%

Admin	
Salaries and Pensions	Separate detailed assessment - CONFIDENTIAL
Training and Travel	Separate detailed assessment - CONFIDENTIAL
Civic and Democratic	
Building Maintenance	£150,000 for remedial and conversion costs for the older section of the Civic Hall. This will dovetail into the Market Square improvement programmes and details will be managed by the Town Clerk through the Council Matters committee.
Paige Adams grant	£105,000 agreed in December 2018 for 'rates abatement'. Also costs associated with staffing and cleaning/caretaking will continue to be transferred back to the Town Council annually.
Property Maintenance	
Guildhall Office maintenance	Conversion of the current Guildhall offices into an additional residential unit. Provides an extremely good return financially in terms of income for a reasonable outlay cost of conversion. Also facilitates moving the Town Council offices over to the Civic Square which is a more visible and accessible location.
Cemetery	
Chapel	Currently does not require investment as the building is sound if not in use. Going forward could potentially be used as storage space for grounds maintenance equipment but the use of the building should be decided after the 2019 elections by the incoming Councillors.
Precept and income	
Precept and Income	Precept estimates based on the 18/19 tax base – new figures will be sent out before Christmas by SHDC so this figure may change in time for the January 2019 Full Council meeting
Council Tax Grant	Last year of this in 2019/20 so future years will need to allow for this loss.
Community Development	
Community Development projects	Skate Park money already agreed but not spent in 2018/19. Attachments for Caring Town/CTIE, Public Realm and Arts projects.

Reserves

It is essential that adequate reserves are maintained given the expected overspend in 18/19 and proposed spend from reserves in 19/20. The table below shows the estimated figures and I would advise that these reserves still fall within the acceptable range.

Audited year end

reserve 17/18 -345171

Year	Expected year end budget	Expected year end reserves	Expenditure by year	Reserve % of annual expenditure at start of year
18/19	23500	-321671	401000	86%
19/20	36000	-285671	650000	49.50%
20/21	-13500	-299171	480000	59.50%
21/22	-16500	-315671	477500	62.65%
22/23	-40000	-355671	455000	69%

Select your parish from the drop down list:

Totnes

Parish Precept 2018/19 (for illustrative purposes only)			
Number of Band D equivalent properties	Parish Band D Rate	Precept	Grant
2,822.99	125.98	£355,640	£22,230

Taxbase for 2019/20	
Taxbase for 2018/19	2,822.99
Change to taxbase in 2018/19	60.36
Taxbase for 2019/20	2,883.35
Government Grant to compensate Council Tax Benefit removed from taxbase (Council Tax Support Grant - CTSG)	
	£20,040

Please enter your total budget requirement for 2019/20 in the yellow box below

(Total budget requirement for 2018/19 = precept + grant) £377,870

£514,040

We will pay you CTSG of £20040 and the remaining balance will be your precept of £494000

The Band D parish rate will be: £171.33
 This is an increase/(decrease) of: £45.35 or 36.00%
 (in comparison to 2018/19)

On your Precept form for 2019/20, please enter the following onto the Memorandum on page 2:

Total budget requirement for 2019/20 = £514,040 (A)
 This is made up of a precept requirement for 2019/20 of: £494,000 (B)
 and Council Tax Support Grant for 2019/20 of: £20,040 (C)

SHDC Tax bases 2019/20

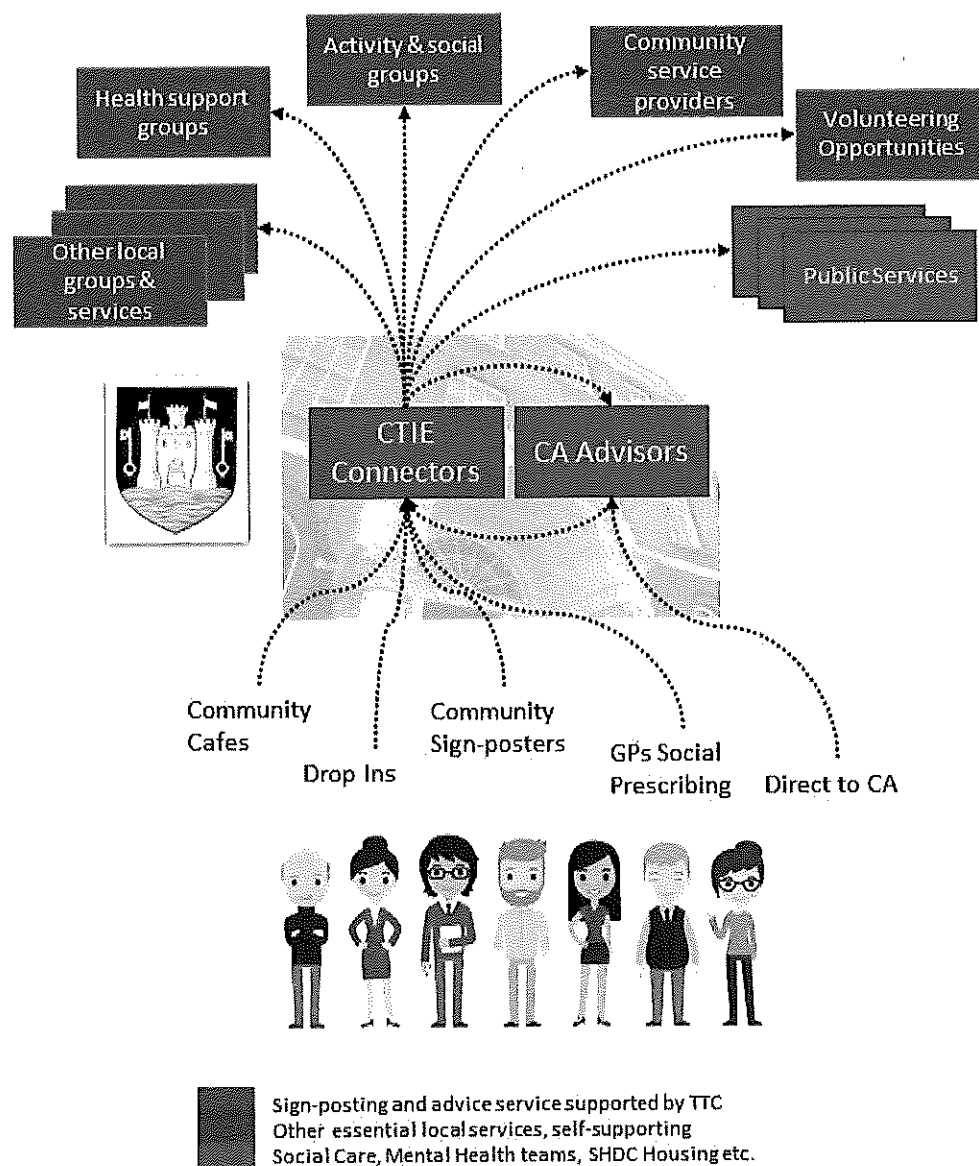
Changes in Tax Base 2018/19 - 2019/20 (based on collection rate of 98.0% in 2019/20)

Parish/Town	<u>Council Tax</u> <u>Support</u> <u>Grant</u> <u>allocation</u> <u>for 2018/19</u> £	<u>Council Tax Base</u> <u>2018/2019</u> <u>No. of Band D</u> <u>Equivalent</u>	<u>Council Tax Base</u> <u>2019/2020</u> <u>No. of Band D</u> <u>Equivalent</u>	<u>Change in</u> <u>Base</u> Increase/ (decrease)	<u>Council Tax</u> <u>Support</u> <u>Grant</u> <u>allocation</u> <u>for 2019/20</u> £	<u>Precept</u> <u>2018/2019</u> £	<u>Parish</u> <u>Band D</u> <u>rate</u> <u>2018/2019</u> £
1 Ashprington	105	254.32	250.71	(3.61)	95	6,950	27.33
2 Aveton Gifford	637	392.28	388.51	(3.77)	574	24,000	61.18
3 Berry Pomeroy	477	337.89	351.32	13.43	480	6,000	17.76
4 Bickleigh	2,442	1,308.07	1,299.00	(9.07)	2,201	79,048	60.43
5 Bigbury	178	415.08	422.94	7.86	160	16,000	38.55
6 Blackawton	482	348.51	355.80	7.29	435	16,018	45.96
7 Brixton	775	654.93	703.76	48.83	699	26,425	40.35
8 Buckfastleigh West	78	114.91	114.44	(0.47)	70	4,451	38.73
9 Buckland-Tout-Saints	45	109.67	107.86	(1.81)	41	4,128	37.64
10 Charleton	160	269.51	278.18	8.67	144	8,250	30.61
11 Chivelstone	88	185.45	189.65	4.20	79	5,347	28.83
12 Churchstow	133	240.04	241.63	1.59	120	7,320	30.49
13 Cornwood	702	418.01	414.27	(3.74)	633	16,448	39.35
14 Cornworthy	67	183.28	191.55	8.27	60	6,500	35.46
15 Dartington	1,063	780.24	803.14	22.90	958	25,337	32.47
16 Dartmouth	7,556	2,759.01	2,749.51	(9.50)	6,812	305,564	110.75
17 Dean Prior	121	75.69	76.19	0.50	109	3,400	44.92
18 Diptford	103	249.62	250.64	1.02	99	8,397	33.64
19 Dittisham	181	344.44	353.06	8.62	163	11,819	34.31
20 East Allington	510	322.22	323.66	1.44	460	15,500	48.10
21 East Portlemouth	145	183.24	180.92	(2.32)	131	7,350	40.11
22 Ermington	426	375.02	378.03	3.01	384	25,299	67.46
23 Frogmore & Sherford	349	228.17	221.36	(6.81)	315	7,560	33.13
24 Halwell & Moreleigh	169	206.21	200.77	(5.44)	152	8,750	42.43
25 Harberton	454	516.40	523.69	7.29	409	10,535	20.40
26 Harford	18	37.73	37.81	0.08	16	990	26.24
27 Holbeton	174	303.50	297.64	(5.86)	157	9,805	32.31
28 Holne	142	133.30	133.67	0.37	128	6,744	50.59
29 Ivybridge	18,026	3,779.81	3,862.48	82.67	16,250	429,820	113.71
30 Kingsbridge	7,622	2,160.89	2,174.03	13.14	6,871	136,000	62.94
31 Kingston	182	198.40	199.18	0.78	164	6,100	30.75
32 Kingswear	706	794.37	805.12	10.75	686	32,453	40.85
33 Littlehempston	90	102.99	101.25	(1.74)	81	3,193	31.00
34 Loddiswell	882	448.02	452.32	4.30	795	26,442	59.02
35 Malborough	679	472.80	476.82	4.02	642	24,445	51.70
36 Marlton	616	860.03	871.25	11.22	555	12,342	14.35
37 Modbury	1,139	686.32	735.11	48.79	1,027	30,900	45.02
38 Newton & Noss	1,012	1,149.35	1,142.37	(6.98)	912	50,099	43.59
39 North Huish	36	216.29	213.51	(2.78)	32	2,464	11.39
40 Rattery	196	209.17	210.66	1.49	177	6,804	32.53
41 Ringmore	66	122.95	123.49	0.54	59	5,250	42.70
42 Salcombe	1,497	1,973.94	1,930.75	(43.19)	1,350	81,153	41.11
43 Shaugh Prior	506	287.16	288.93	1.77	456	11,128	38.75
44 Slapton	195	270.02	269.51	(0.51)	176	9,080	33.63
45 South Brent	2,741	984.57	980.50	(4.07)	2,471	59,280	60.21
46 South Huish	60	455.09	453.58	(1.51)	54	6,630	14.57
47 South Milton	149	252.53	249.66	(2.87)	134	4,351	17.23
48 South Pool	67	114.62	117.77	3.15	60	5,933	51.76
49 Sparkwell	609	456.68	457.97	1.29	549	10,230	22.40
50 Staverton	424	338.21	344.87	6.66	382	14,811	43.79
51 Stoke Fleming	547	592.23	597.18	4.95	493	16,766	28.31
52 Stoke Gabriel	569	698.27	700.37	2.10	513	18,431	26.40
53 Stokenham	1,021	1,097.45	1,099.92	2.47	920	38,679	35.24
54 Strete	307	294.41	300.78	6.37	277	11,000	37.36
55 Thurlestone	335	742.81	748.54	5.73	302	17,273	23.25
56 Totnes	22,230	2,822.99	2,883.35	60.36	20,040	355,640	125.98
57 Ugborough	551	740.94	744.71	3.77	497	20,000	26.99
58 Wembury	410	1,456.86	1,461.43	4.57	370	30,500	20.94
59 West Alvington	193	269.26	274.83	5.57	174	4,950	18.38
60 Woodleigh	8	103.61	105.06	1.45	7	500	4.83
61 Yealmpton	1,164	952.15	962.71	10.56	1,049	40,000	42.01
TOTALS	82,615	37,851.93	38,179.72	327.79	74,473	2,196,582	

Caring Town Sign-posting and Advice Service

A proposal for partnership working between Caring Town, Citizens Advice and Totnes Town Council.

Since opening in April 2017, the CTIE has been providing an essential sign-posting service to over 2,400 local people. From April 2018, Citizens Advice South Hams (CA) has been working alongside the CTIE Connectors in a shared space, which has already made their service accessible in the high street to over 85 people (helping secure over £75k of benefits or debt reduction). Both of these services topped the community's vote for TTC's funding in the 2017 participatory budgeting process.



Caring Town Sign-posting and Advice Service

Simply put, as shown above, the CTIE Connectors are the 'doorway' into **all** of the local support services and groups that provide help for a wide range of health and social issues, and Citizens Advice is one of the main services to which the Connectors refer, as the highest area of need at the moment is around benefits, legal issues and rights.

Both of our services are experiencing growing demand, and escalating levels of need as public support service are cut and in particular, as Universal Credit rolls out. Universal Credit (UC) represents the biggest change to the welfare system undertaken since its inception. It brings together six different benefits into a single payment and will reach more than one in four working-age households once it is fully implemented. More than half of these households will be in work.

Citizens Advice is often the first port of call for people needing help with benefits and in the last year the South Hams office helped more than 100 local people with UC issues. This figure has already doubled in the first half of the year and is set to continue to rise following the arrival of UC in the Totnes area on 5th September 2018.

This proposal is for the continued provision of these 2 services for a further 12 months from April 2019, as a combined sign-posting and advice offer, delivered jointly by Caring Town and Citizens Advice South Hams. It builds on the working relationship already developed thanks to TTC funding both of these key services, and further integrates our approach to ensure local people get the best possible support.

Service delivery

This joint service aims to ensure that:

- (1) local people – especially those who are most vulnerable - continue to get the information and sign-posting they need to access **all** local services, organisations and support groups through the Connectors; and
- (2) where there is a need for the person to get direct support, especially around Universal Credit, then this is readily available through an accessible Citizens Advice service in town.

The impacts of this joint service align with the social and community priorities of TTC and include:

- people feel listened to and less isolated
- help move people towards good physical and mental health
- people are supported out of poverty
- helps prevent homelessness
- support people into employment
- support people into more sustainable and secure accommodation
- overall, people are better able to manage

Caring Town Sign-posting and Advice Service

We have attached letters of support for service continuation from key local organisations in Appendix A. We have previously supplied service usage reports to TTC – please see Appendix B for the latest versions. We will continue to develop and monitor a number of key indicators that will show the types and level of impact of this service on local people.

The service will be available for an average of 23 hours per week, over 5 days (Connectors for 20 hours, CA for 3 hours with 2 advisors). To best meet our community's needs, and reach people where they are, we propose coordinating our service in a range of venues, so in addition to the Mansion, the Connectors will be available at the GP surgeries and also community cafes. We will try out different schedules and learn more about where best to place ourselves and when. The CA service will be based out of the Mansion.

This service would also provide a foundation on which we can apply for match funding elsewhere. For example, we have plans to deepen the Social Prescribing trial with Leatside and Catherine House and bring in more funding for community building (e.g. starting the support groups that are missing), offer direct support including home visits by Connectors and Advisors, maintain an online directory, and train over 100 local people who work with the public to ensure they know what help is available and how to access it, so they can share this with their customers or users. All of this additional activity depends on this 'foundation' sign-posting and advice service being in place.

Budget

We are applying for a total of £22,000 for the period April 2019 to March 2020 (£15,000 for the CTIE and £7,000 for CA). We have already secured an additional £6,940 towards the total cost of the service which is £28,940.

Item	Total requested from TTC	Other secured funding	Source of other funding	Overall total
Staffing	£16,235			£16,235
Management & development	£2,220	£2,000	Reaching Communities funding (secured)	£4,220
Rent contribution	£1,250	£2,750	Mansion - King Edward VI College Site Foundation (in kind, secured)	£4,000
Project expenses	£1,285	£1,000	Reaching Communities funding (secured)	£2,285
Core costs contribution	£1,010	£1,190	Totnes Caring (in kind, secured), CA (in kind, secured)	£2,200
Totals	£22,000	£6,940		£28,940

Caring Town Sign-posting and Advice Service

Responsibilities

The management team will include Fiona Ward (Manager, Caring Town) and Janie Moor (CEO, CA South Hams) who hold responsibility for the delivery of their respective parts of this contract. Monthly meetings will be held to monitor and evaluate the service, and adapt service delivery as needed with input from the Connectors and the CA Advisors. A TTC representative is invited to join any or all of these meetings. Quarterly updates will continue to be provided to TTC.

The CTIE funding will be held by Totnes Caring, and the CA funding will be held by Citizens Advice South Hams.

This partnership, made possible by Totnes Town Council, will provide a unique and innovative service to the people of Totnes. The partnership will provide an easy to navigate, highly accessible service, where direct referrals are made between partners enabling and empowering local people to tackle the problems they are facing, and as a result live happier and more productive lives here in our community.

Fiona Ward, CTIE & Janie Moor, CA
October 2018



Devon & Cornwall Police

Building safer communities together

Letter of Support

Totnes Police, and especially myself in my role as a Police Community Support Officer, are very happy to support this application to Totnes Town Council, to secure funding that allows the Caring Town Information Exchange to continue from April 2019.

We are often in contact with people who are vulnerable but do not need Police following initial engagement. We have found the CTIE to be an invaluable service as it's somewhere that we can refer a wide range of people with needs that can often be met by the local community.

This service aligns with a number of our own objectives including partnership working between agencies, as we work together around the people who are especially vulnerable to make sure they get the care they need. This promotes safeguarding, and supports Neighbourhood Policing objectives.

The Caring Town approach ensures and promotes deep community engagement, and localised community involvement and these things help support us to do our work better.

We look forward to continuing to work together for our whole community.

Yours Faithfully

PCSO 30077 Jason Vasey 11/10/18

Totnes Neighbourhood Police Team



The Queen's Award
for Voluntary Service
The MBE for volunteer groups

The Loft, Totnes
Community Hospital
Coronation Road, Totnes
Devon TQ9 5GH

Tel: 01803 865684

11th October 2018

Dear Totnes Town Council

Caring Town Information Exchange

I am writing in support of the essential service being offered to local people, particularly the more vulnerable members of our community by the Caring Town Information Exchange (CTIE). I believe it is the only place that knows the full picture of local provision of groups and services. They also provide a friendly listening service the importance of which should not be underestimated.

Totnes Caring works closely with the CTIE, which has referred a lot of people to Totnes Caring that would otherwise not have known about or accessed our services.

Our staff, especially our link workers who provide more intensive support to particularly vulnerable clients, find the CTIE a very useful source of information and support.

Basing the Citizens Advice service at the CTIE one day a week has made this important resource more accessible to many of our clients, and other local people. This is helping us to ensure that our clients are claiming all the benefits to which they are entitled, which in turn helps ensure they can afford all the support they need.

Yours faithfully

Bob Alford
Chief Officer

Chair: Mr. Peter Shotton

Chief Officer: Mr. Bob Alford

Company No. 5602581
Registered Charity No. 1112436

Please remember us in your Will

1850



Totnes Connection Hub

14 October 2018

Totnes Town Council
Totnes
Devon

Dear Sirs,

Caring Town Information Exchange

I'm writing to advise that Caring Town Information Exchange is a valuable service within the town of Totnes that we partner with and take referrals from. As the name aptly suggests it provides a place where information is exchanged and people can find out about all the different services and groups which are in the local area. This is essential in enabling people to find necessary help that is available to them in a friendly and easy to access manner.

With Citizens Advice being based there one morning a week, this is helpful for the community and ourselves, as we work closely with all the agencies in the town.

We have referred people to the Caring Town Information Exchange, particularly when we need more signposting for the client, or if we know that they have connections which will assist them.

We fully support the continuation of Caring Town Information Exchange as a valuable and positive contribution to Totnes Town.

Yours Faithfully

Bonita Curtis - Director Totnes Connection Hub

Totnes Connection Hub, 2a Burke Road, Totnes Industrial Estate, Totnes, Devon TQ9 5XL
Tel: 01803 840354 Email: info@totnesconnectionhub.co.uk
Website: www.totnesconnectionhub.co.uk
Totnes Connection Hub is a division of Marketplace Ministries Ltd
Company Registration No 8815027 Registered Charity No 1165605

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Leatside Surgery

putting patients first...

Dr Watkins • Dr Gelder • Dr Morris • Dr Hawker • Dr Hossack
Dr Groves • Dr Berryman • Dr Fearon • Dr Michell

12th October 2018

To whom it may concern,

This letter confirms our unqualified support of the Caring Town Information Exchange service.

We are redirecting an increasing number of our patients to this service, as sometimes the needs they present to us are better met through local community groups and services rather than clinical or medical prescriptions.

It's essential that this knowledge of current local provision (provided by the Connectors Denise and Victoria) is available, as this is something our GPs do not have the time to do within our limited 10 minute appointments.

Often our patients just need someone to talk to, and the Connectors provide a friendly and kind presence that is enormously helpful for many people, especially those who are feeling isolated.

We have only received positive feedback from our patients who have used the CTIE service.

The potential impacts of this service are significant, and we are already exploring ways to work more closely together e.g. having the Connectors be based at Leatside one afternoon a week, where we can book patients appointments directly in our system.

We greatly welcome TTC's support of Citizens Advice who are one of the main referrals made by the Connectors.

Other places such as Frome have achieved significant benefits from a similar approach. We will be agreeing how to assess the impacts on our community's health for example, does this 'social prescribing' approach reduce hospital admissions, reduce number of GP visits, improve overall feelings of wellbeing and so on.

Continued support by Totnes Town Council would provide the basis for our shared work to become even more beneficial for our local community, and improve our ability to focus even more on our patients with greatest needs.

Yours sincerely

Martin Randall
General Manager

Leatside Surgery . Babbage Road . Totnes . Devon . TQ9 5JA
Tel: 01803 862671 . Fax: 01803 860309 . e-mail: Leatside.surgery@nhs.net .
<http://www.leatside.co.uk>

VAT Registration No. GB133235249

20 52

Public Realm 18/19		
Expected spend by year end	5000	
Already spent	-1880	
Totnes Gardens	-250	Estimate
Market Square project	-600	Estimate
Tidy Totnes campaign	-500	Estimate
Tree removal Coronation Road	-1500	Estimate
Remainder	270	

Public Realm 19/20		
	19/20	
Totnes Gardens	1500	
Weeding and composting project	11360	
Tidy Totnes	500	Year 2 of ongoing project
Market Square seating, ramp improvements and	35000	
2 large welcome to Totnes and map boards	5000	
Shelter Bridgetown	5000	
Vire Island picnic tables	1000	
Collapark investment	10000	
Steamer Quay	1500	
BALANCE	70860	

Public Realm 2021		
	19/20	
Totnes Gardens	1500	
Additional planters on the Plains	1500	
Weeding and composting project	10000	
Tidy Totnes	500	Year 3 of ongoing project
PR/Education around littering	1500	Year 1 of phased project
Recycling Bridgetown	10000	
New Noticeboards and signage town wide	5000	Year 1 of phased project
Bins and seating upgrades town wide	5000	Year 1 of phased project
Vire Island Shelter	5000	
Collapark investment	5000	
Cemetery Garden of Rest	3000	
Borough Park seating/shelter/flower beds	2000	
Underneath the Civic Hall - uplift	25000	
BALANCE	75000	

5 year budget - DRAFT JAN 2019

	Admin	2016/17			2017/18			CURRENT		PROPOSED	Following 3 years		
		15/16 ACTUAL	2016/17 ACTUAL	2017/18 ACTUAL	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 expected	ACTUAL 4TH OCTOBER	2018/19 expected		2020/21	2021/22	2022/23
1	Salaries and pensions for all staff	103037	116390	134062	116390	134062	216500	93179	216500	220000	226000	232000	240000
2	Staff Training and Travel	1397	653	2806	653	2806	2800	1995	2800	4000	4000	4000	4000
3	Staff Eye Tests	0	174	99	174	99	300	0	300	500	500	500	500
4	Staff Recruitment	261	1463	805	1463	805	750	0	750	1000	1000	1000	1000
5	Utilities	2333	2060	2262	2060	2262	2250	1219	2250	2500	2600	2700	2800
6	Office Supplies	2144	2042	974	2042	974	1250	533	1250	1750	1750	1750	1750
7	Photocopier	2076	1310	1278	1310	1278	2000	749	2000	2000	2000	2000	2000
8	Insurance	8208	5951	5487	5951	5487	5810	5810	5810	6000	6500	6500	6500
9	Office Equipment	3545	537	804	537	804	2000	1639	2000	1500	1500	1500	1500
	SUB TOTAL	125158	131177	150186	131177	150186	233835	104931	233835	239250	245850	251950	260050
	Civic and Democratic	15/16 ACTUAL	2016/17 ACTUAL	2017/18 ACTUAL	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 expected	ACTUAL 4TH OCTOBER	2018/19 expected	2019/2020	2020/21	2021/22	2022/23
10	Mayoral Allowance	3191	0	934	0	934	375	0	375	375	385	400	425
11	Civic and Mayoral Events (expenditure)	4339	4796	5262	4796	5262	4500	1920	4500	5750	5750	5750	5750
12	Civic Events (Income)	-892	-332	-1342	-332	-1342	0	-848	0	0	0	0	0
13	Civic Regalia	404	399	109	399	109	400	0	400	400	400	400	400
14	Salaries and pensions	1160	1279	724	1279	724	0	0	0	0	0	0	0
15	Mayoral Travel and Expenses	0	0	352	0	352	400	211	400	350	350	350	350
16	Councillor Allowances	1690	3549	2876	3549	2876	5000	0	5000	6000	6160	6400	6800
17	Councillor Training and Travel	1417	843	600	843	600	1250	746	1250	3000	3000	3000	3000
18	Councillor IT equipment	0	0	0	0	0	0	0	0	6500	500	500	500
19	Professional Fees	4079	3470	8646	3470	8646	4250	3123	4250	4500	4500	4500	4500
20	Elections	1505	6900	11284	6900	11284	0	0	0	7000	6000	6000	6000
21	Subscriptions	1867	1930	1868	1930	1868	2000	1928	2000	2100	2150	2200	2250
22	Community Outreach work	500	1771	7274	1771	7274	1750	977	1750	2000	2000	2000	2000
23	Website and IT	559	1645	892	1645	892	1500	954	1500	10000	2000	2000	2000
	SUB TOTAL	19819	26250	39479	26250	39479	21425	9011	21425	47975	33195	33500	33975
	Tourism	15/16 ACTUAL	2016/17 ACTUAL	2017/18 ACTUAL	2016/17 ACTUAL	2017/18 ACTUAL	2018/19 expected	ACTUAL 4TH OCTOBER	2018/19 expected	2019/2020	2020/21	2021/22	2022/23
24	Visit Totnes Marketing	0	0	4482	0	4482	3000	-319	3000	5000	5000	5000	5000
25	Pension costs	47751	33590	12636	33590	12636	12636	12636	12636	12700	12700	0	0
26	Salaries and pensions	0	7056	10157	7056	10157	0	0	0	0	0	0	0
27	Totnes Guide	11575	18775	19103	18775	19103	15000	970	15000	15000	15000	15000	15000
28	Totnes Guide and Website Income	-22873	-21861	-20716	-21861	-20716	-18500	-222	-18500	-16000	-16000	-16000	-16000
29	Bank Charges	0	0	0	0	0	210	0	210	210	210	210	210

5 year budget - DRAFT JAN 2019

				CURRENT		PROPOSED	Following 3 years			
30	Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	52580	27079	43	132	584	600	600	600	600
31	Other TIC Income	-45340	-9539	-716	0	0	0	0	0	0
	SUB TOTAL	43693	55100	25049	13197	12930	17510	17510	4810	4810
	Guildhall	15/16	2016/17	2017/18	ACTUAL 4TH OCTOBER	2018/19	2019/2020	2020/21	2021/22	2022/23
32	Cleaning	1368	1418	2437	736	1500	2500	2500	2500	2500
33	Building Maintenance	6743	19731	1835	869	22000	5000	5000	5000	5000
34	Business Rates	5280	5324	5702	3528	5750	6000	6000	6000	6000
35	Water	111	106	136	24	200	200	200	200	200
36	Utilities	1444	522	544	272	1000	1500	1500	1500	1500
37	Salaries and pensions	5021	6955	1644	0	0	0	0	0	0
38	Equipment Maintenance	682	359	1577	1836	2000	2000	2000	2000	2000
39	Wedding Licence renewals and marketing	0	0	0	1825	2000	500	500	2750	500
40	Admissions income	-3709	-4634	-5210	-2732	-3300	-3500	-4000	-4000	-4000
41	Retail Sales	-20	-139	-79	0	0	0	0	0	0
42	Hire Income WEDDINGS	-567	-3575	-4462	-1821	-1850	-2500	-2750	-2750	-2750
	SUB TOTAL	16353	26067	4124	4537	29300	11700	10950	13200	10950
	Civic Hall	15/16	2016/17	2017/18	ACTUAL 4TH OCTOBER	2018/19	2019/2020	2020/21	2021/22	2022/23
43	Cleaning and supplies	16049	13845	14057	4745	9500	12000	12000	12000	12000
44	Feed in Tariff	2276	1900	1620	2478	2500	2500	2500	2500	2500
45	Water	2075	1382	1537	453	2000	2000	2000	2000	2000
46	Utilities	3830	4142	4070	1211	4250	4400	4550	4700	4900
47	Building Maintenance	43039	11560	4656	1300	7000	150000	25000	15000	15000
48	Licences	1717	884	964	70	2000	2000	2000	2000	2000
49	Marketing Civic Hall	23	151	176	20	500	500	500	500	500
50	Equipment Maintenance	1372	5493	6488	2043	4500	3000	3000	3000	3000
	Paige Adams Grant towards									
51	Coretaking, Cleaning and									
	Management costs	0	0	0	-21388	-30496	-31185	-31500	-31800	-32000
52	Hire Charges	-23	0	0	0	0	0	0	0	0
53	Feed in tariff income	-5691	-6151	-4696	-4149	-4150	-5000	-5000	-5000	-5000
	SUB TOTAL	64667	33206	28872	-13217	-2396	140215	15050	4900	4900
	Property Maintenance	15/16	2016/17	2017/18	ACTUAL 4TH OCTOBER	2018/19	2019/2020	2020/21	2021/22	2022/23
54	Guildhall Cottage Maintenance	290	5237	667	0	500	2000	2000	2000	2000

5 year budget - DRAFT JAN 2019

5 year budget - DRAFT JAN 2019									
	CURRENT				PROPOSED		Following 3 years		
	634	1760	1760	2175	2858	2585	0	0	
55 Property Management Fees	0	0	0	0	0	0	0	0	0
56 Eastgate Clock Rent	1200	600	600	0	0	0	0	0	0
57 Town Clocks amalgamated Rent and Utilities and maintenance	2211	1834	1376	939	2050	2250	2250	2250	2250
58 Flat 5a Loan repay	9148	9148	9148	4574	9150	9150	9150	9150	9150
59 Flat 5a Maintenance	3726	559	767	0	1000	2000	2000	2000	2000
60 Guildhall Office Maintenance	8800	129	501	0	250	30000	2000	2000	2000
61 Museum Maintenance	13239	7800	945	70	13000	5000	5000	5000	5000
62 Museum Rent income	-1	0	-1	0	-1	-1	-1	-1	-1
63 Eastgate Clock Rental	0	0	-3	0	-3	-3	-3	-3	-3
64 Civic Water Supply to shop	0	0	0	0	-200	-200	-200	-200	-200
65 Guildhall Cottage Income (£850 a month)	-9545	-10200	-10200	-5100	-9350	-9350	-9350	-9350	-9350
66 Guildhall Office Income (£750 per month)	0	0	0	0	0	0	-4125	-8250	-8250
67 Garage Rental Income	-234	0	-330	0	0	0	0	0	0
68 Flat 5a Rental Income (£750 per month)	-6685	-8798	-8340	-4170	-8250	-8250	-8250	-8250	-8250
SUB TOTAL	22149	6309	-4870	-3053	9906	34356	2646	-796	-1069
Cemetery	15/16 ACTUAL	2016/17 ACTUAL	2017/18 ACTUAL	ACTUAL 4TH OCTOBER	2018/19 expected	2019/2020	2020/21	2021/22	2022/23
69 Business Rates	1534	1774	3266	2168	3500	3500	3500	3500	3500
70 Water	134	144	139	33	150	150	150	150	150
71 Grounds Maintenance (Grass cutting and tree work)	5661	6977	23084	11042	22000	22000	22000	22000	22000
72 Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	174	3291	229	228	34500	2500	2500	2500	2500
73 Chapel	195	34	66	0	0	500	500	30000	500
74 Cemetery Fees Income Amalgamated	-4637	-5337	-5683	-4745	-7500	-7500	-7500	-7500	-7500
75 Memorials	-2895	-1962	-753	0	0	0	0	0	0
76 Grant of rights	-2868	-4514	-2085	0	0	0	0	0	0
77 War Bonds	-47	0	0	0	0	0	0	0	0
SUB TOTAL	-2749	407	18263	8726	52650	21150	21150	50650	21150
Open Spaces	15/16 ACTUAL	2016/17 ACTUAL	2017/18 ACTUAL	ACTUAL 4TH OCTOBER	2018/19 expected	2019/2020	2020/21	2021/22	2022/23
78 Ramparts Walk (regular cuts and tidying)	517	29	599	133	500	600	600	600	600
79 St Marys Churchyard (Walls and trees)	977	1772	1059	0	500	1000	1000	1000	1000
80 Castle Meadow Maintenance and Water	948	1712	46	115	250	250	250	250	250

5 year budget - DRAFT JAN 2019

				CURRENT		PROPOSED	Following 3 years			
				-10	-210	-210	-210	-210	-210	-210
81	Castle Meadow and allotments income	-220	-210	-210	-10	-210				
	SUB TOTAL	2222	2803	1494	238	1040	1640	1640	1640	1640
	Precept and Income	15/16 ACTUAL	2016/17 ACTUAL	2017/18 ACTUAL	ACTUAL 4TH OCTOBER	2018/19	2019/2020	2020/21	2021/22	2022/23
82	Bank Charges	142	139	222	86	300	300	300	300	300
83	Precept and Income	-230088	-300953	-344527	-355640	-355640	-494000	-494000	-494000	-494000
84	Council Tax Grant (only guaranteed until 19/20)	-30359	-27953	-24659	-22230	-22230	-20040	0	0	0
85	Charity of Poige Adms	-31814	0	-131	0	0	-105000	0	0	0
	SUB TOTAL	-292119	-328167	-369095	-377784	-377570	-618740	-493700	-493700	-493700
	Community Development	15/16 ACTUAL	2016/17 ACTUAL	2017/18 ACTUAL	ACTUAL OCTOBER 2018	2018/19	2019/2020	2020/21	2021/22	2022/23
86	Skate Park/Youth provision	0	0	0	0	0	13200	10000	10000	10000
87	Caring Town Information Exchange	0	0	20035	15056	15056	22000	22000	22000	22000
88	Citizens Advice Service	0	0	0	6109.88	6109.88				
89	Neighbourhood Plan/Planning	0	0	8833	431	12345	13088	3500	3500	3500
90	Public Realm, environment, planting, bins, street furniture	0	0	0	1880	5000	70860	75000	60000	60000
91	Community Grants Scheme	0	0	0	4390	4390	12000	12000	12000	12000
92	Arts and Culture	0	0	12906	-1196.09	5500	10000	10000	10000	10000
93	TAP GRANT FUNDING	0	0	0	-6105	-6105	0	0	0	0
	SUB TOTAL			£52,503	£20,566	£42,296	£141,148	£132,500	£117,500	£117,500
	TOTAL EXPENDED			£315,100	£114,936	£400,986	£654,944	£480,491	£477,354	£453,906
	TOTAL			-£53,995	-£232,848	£23,416	£36,204	-£13,209	-£16,346	-£39,794
				Underspent by £54k approx	Expect overspend of approx £23.5k	Overspend of £36k to come from reserves				

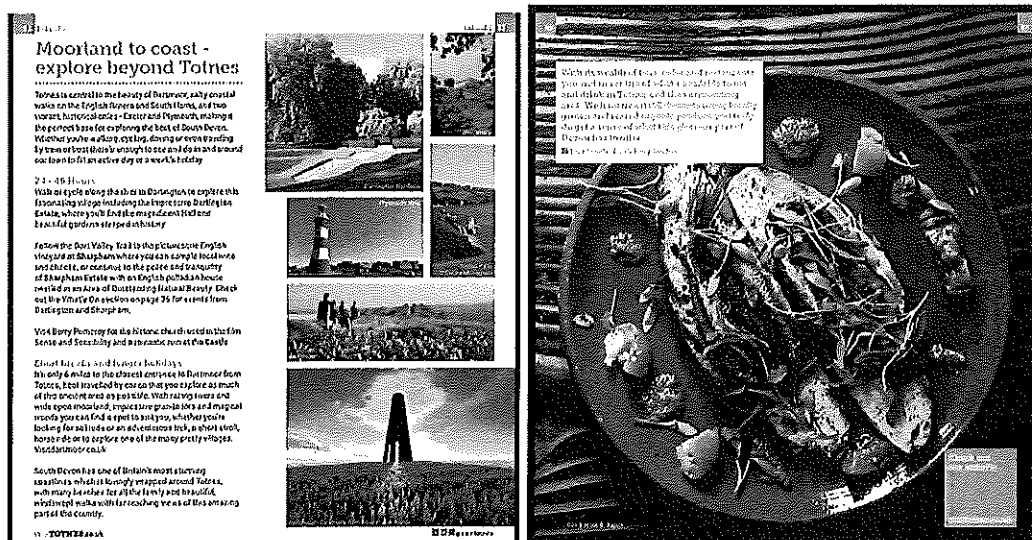
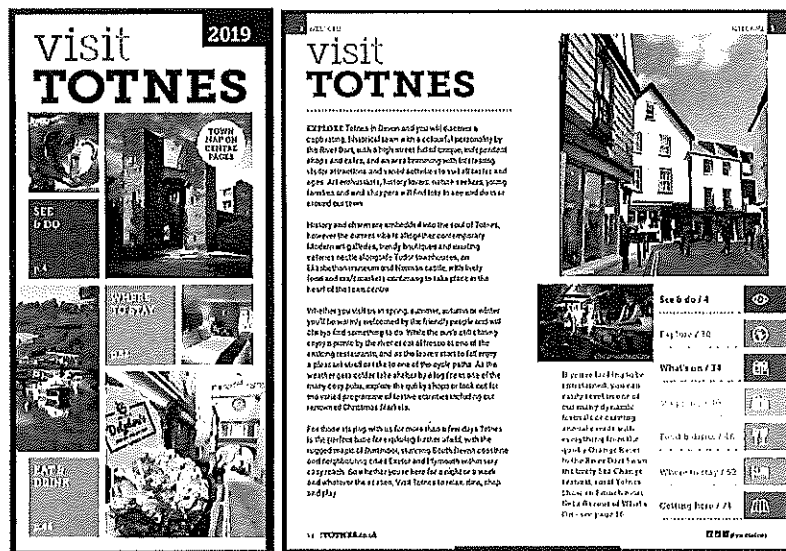
visit TOTNES

Marketing Report September - December '18
Samantha Branch, Destination Manager

2019 Visit Totnes Guide

I've spent most of this quarter working on the 2019 guide as I have written the copy (text), chosen most of the images and chased all advertisers. We've surpassed the advertising revenue target therefore with the savings made on print and design costs as well I will soon be planning where to spend the excess marketing budget.

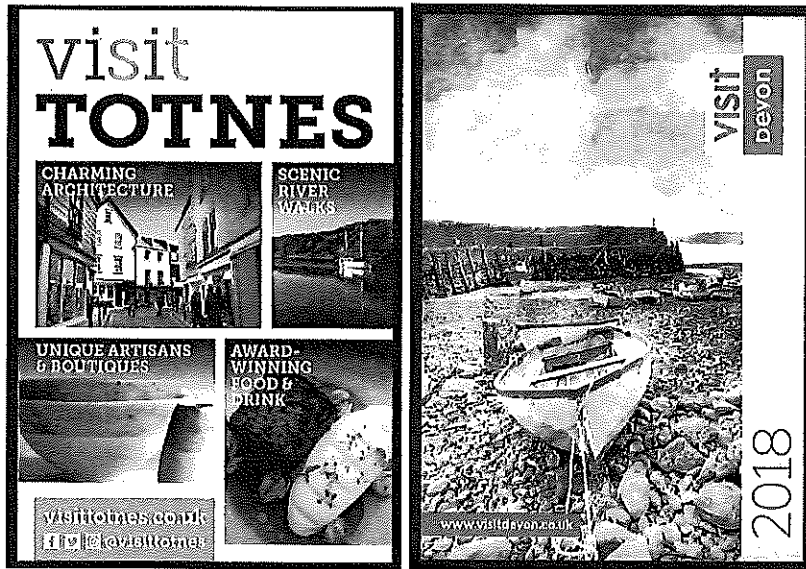
The pagination and print run will be the same as in 2018 - the distribution from Take One will be almost the same however they lost their contract with Morrisons therefore I've asked them to find like for like locations.



Marketing

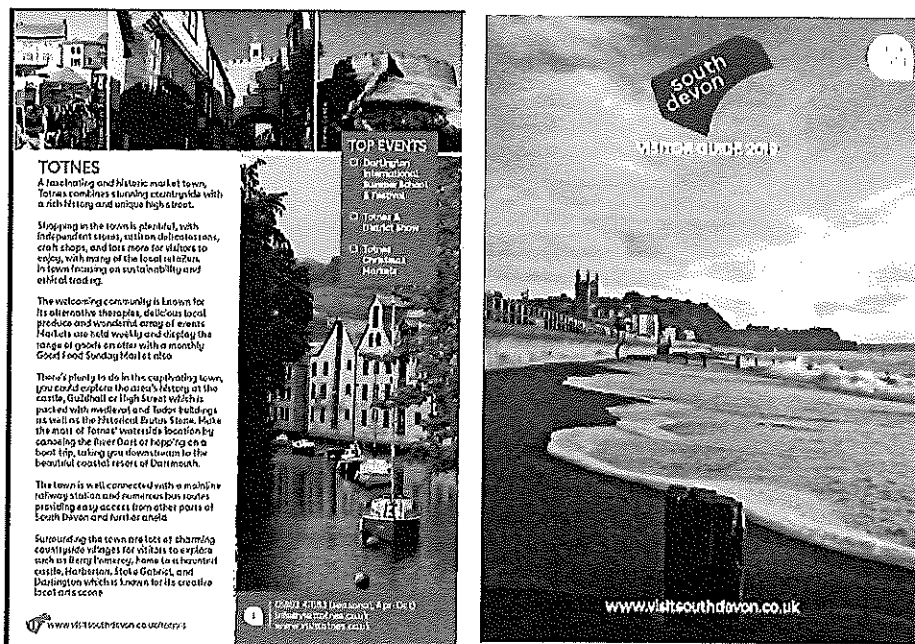
Visit Devon Guide

I have booked a quarter page advert in the Visit Devon 2019 visitor guide as Totnes had no presence in the 2018 guide - they print 75k copies which they send to people who request them and take to international and domestic trade shows as well as a distribution campaign. Trade shows they visited this year included Destination Britain in USA, China and NE Asia:



Visit South Devon Guide

We offered Visit South Devon an advert in our guide for 2019 and in exchange we have a full page instead of a half in their 2019 visitor guide - they're printing 100,000 copies for 2019 which are being distributed nationwide and being taken to any shows etc.



New Blogs on Visit Totnes

From Lion Brewery, Stagecoach, Transition Film Fest, revamp of the Bull from Totnes Times, revamp of Totnes Pavilion and article from Guardian about Totnes being one of the best small UK towns for winter breaks.

Home > News & Articles

Totnes - 10 of the best small UK towns for winter breaks

Once again, Totnes has been mentioned in the Guardian newspaper - listed as one of the '10 of the best small UK towns for winter breaks'.

[Read more...](#)

Focus on Fitness!

Totnes Pavilion Leisure Centre has seen many changes in the last twenty months with these being extremely positive in the last six months. They are offering you a chance to register for a free day pass so that you can...

[Read more...](#)

Revamp of the Bull Inn

Article by Kate Philbin at the Totnes Times.

As the planning application was submitted for the transformation of a historic town centre pub, the woman behind the plans has been speaking...

[Read more...](#)

Transition Town Film Festival 18

Transition Town Film Festival 18
VISIONING THE FUTURE is our fourth film festival.



[Read more...](#)

Stagecoach South West are upgrading

Contactless payments available on all Stagecoach South West Services

- Passengers can now pay for bus journeys using contactless credit or debit cards, Apple Pay or Android pay
- Faster boarding, secure payments...

[Read more](#)

New from Lion Brewery

Local Hero beer created using hops from Totnes community at Lion Brewery

The Hop Club at the Lion Brewery has been enlisting locals as hop farmers for 2 years now with 2018 being the...

[Read more...](#)

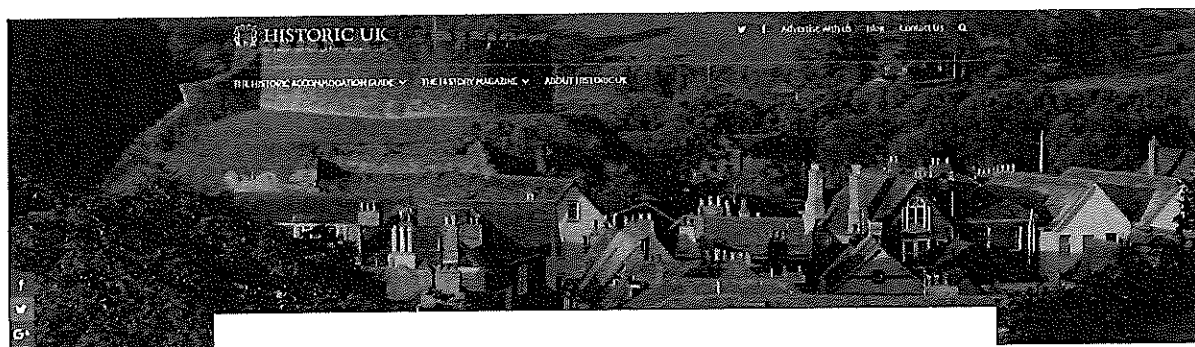
PR

PR - Editorial

Historic UK

Historic UK is an online history website with monthly features - I organised for them to feature the Castle, an overview of Totnes and something about Brutus stone where these will all be staggered. The first feature was on Totnes Castle - I asked Madelaine Cambridge, Manager of the Castle to write this for us. It featured on the home page of their site as well.

<https://www.historic-uk.com/DestinationsUK/Totnes-Devon/>

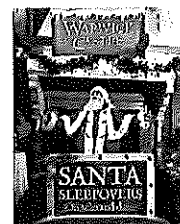


Homepage > History Magazine > History > Destinations UK

Totnes Castle, Devon

by Madelaine Cambridge

Totnes Castle, whilst not the largest nor most imposing example of medieval masonry or castle building, is a fantastic site and historical landmark. It is one of the earliest and best preserved examples of Norman motte and bailey earthworks still surviving, and the largest in Devon (almost double the size of Plympton and Ramslake). The later medieval keep is still perched upon the towering man-made mound, or 'motte', of earth and rock designed to impress Norman authority upon the Anglo-Saxon townsfolk of Totnes, giving visitors today an incredible view of Totnes, the River Dart and Dartmoor. The 'bailey' refers to the large courtyard, which was originally marked by its surrounding moat and timber palisade, but is now a stone walled courtyard.



PR – TV

New series on BBC One South West River Walks - programme on 10th December focused on River Dart running through Totnes and featured South Devon Railway:

https://www.bbc.co.uk/iplayer/episode/b0bty0pm/river-walks-series-1-the-dart?fbclid=IwAR0eg49xISSfeDtVHowxWNBsE5eJCylX2qNpYL9EGmIY4Mz8Lka-jNKI_g4



PR – Competitions

Business	Prize	Date	Medium	Circulation	Results
Visit South Devon	1 night at Dartington Hall, meal at Waterside & £15 voucher at Me & East	Sept	Social Media & E-news		2,848 entries - winner has just replied to claim prize. She hasn't visited Totnes before & works at Bristol Uni which could be good for positive word of mouth
Country Living	2 night stay at The Old Forge	October	Website	255,000 unique	6,825 entries - winner didn't claim prize as wife poorly

Digital

Social Media Stats 2017

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

Social Media Stats 2018

PAGE LIKES or FOLLOWS	April	September	December
Instagram	1002	1193	1278
FB	804 followers 784 likes	1079 followers 1053 likes	1170 followers 1137 likes
Twitter	734	1058	1115

Website Stats 2017 No figures from Jan - March 2017 to compare

2017	May	June	July	August	Sept	Oct	Nov	Dec	Total Jan - Dec '17
Users									49,787 (5531 avg)
Unique Users									49,404 (5489 avg)
Average session duration	2:39	2:57	2:47	2:40	2:42	2:29	2:02	2:14	2:37

Website Stats 2018

2018	Jan	Feb	March	April	May	June	July	Aug	Sept	Nov	Avg
Users	3602	3428	3344	4031	4710	5804	7079	8683	5032	4612	4351
Unique	3396	3204	3154	3811	4469	5507	6781	8184	4710	4290	4318
Duration	2:56	2:26	2:34	2:22	2:45	2:32	2:23	2:18	2:34	1:35	2:26

The number of users and unique users has dropped from 2017 - 2018 however we don't have stats from Jan - March 2017 and these are the 3 worst months therefore they could be bringing the overall average down. When I add up the months from April - Nov in 2018 the averages are: 5537 users and 5227 which is much more on par with last year.

That said, the figures aren't increasing therefore some of the marketing budget will be spent on this area - I'll prepare a digital marketing strategy to look at the best ways to improve this and social media stats.

Demographics – Country

In order from highest to lowest. There is never much change with these results with UK always being by far the highest & USA always second.

Country Demographics Jan – end November 2018

Country	Acquisition	
	Users	New Users
	51,408 % of Total: 100.00% (51,408)	51,587 % of Total: 100.03% (51,570)
1. United Kingdom	46,986 (90.92%)	47,007 (91.12%)
2. United States	788 (1.52%)	778 (1.51%)
3. Germany	528 (1.02%)	513 (0.99%)
4. France	334 (0.65%)	325 (0.63%)
5. Netherlands	288 (0.56%)	279 (0.54%)
6. Spain	285 (0.55%)	275 (0.53%)
7. Australia	260 (0.50%)	257 (0.50%)
8. Switzerland	172 (0.33%)	170 (0.33%)
9. Italy	171 (0.33%)	170 (0.33%)
10. Canada	149 (0.29%)	145 (0.28%)

City Demographics Jan – end November 2018

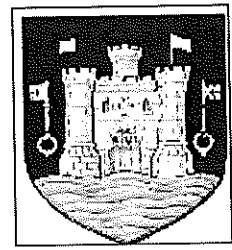
London is still always the highest with Exeter, Plymouth & Torquay.

City	Acquisition	
	Users	New Users
	51,408 % of Total: 100.00% (51,408)	51,587 % of Total: 100.03% (51,570)
1. London	11,791 (21.43%)	11,104 (21.52%)
2. Exeter	4,637 (9.43%)	4,332 (8.40%)
3. Plymouth	2,961 (5.88%)	2,019 (3.96%)
4. Torquay	2,731 (4.96%)	2,568 (4.98%)
5. (not set)	2,180 (3.96%)	2,039 (3.95%)
6. Bristol	1,418 (2.59%)	1,328 (2.57%)
7. Newton Abbot	1,026 (1.87%)	986 (1.91%)
8. Kingsbridge	1,007 (1.83%)	911 (1.77%)
9. Paignton	847 (1.54%)	787 (1.53%)
10. Falmouth	674 (1.23%)	605 (1.17%)

What are the most popular pages?

The most popular pages don't change much year on year either.

Page	Pageviews	Page Value
/	30,630	\$0.00
/see-and-do/attractions/	9,108	\$0.00
/see-and-do/plan-your-visit/parking-in-toines/	7,591	\$0.00
/see-and-do/	7,272	\$0.00
/where-to-stay/	6,032	\$0.00
/where-to-stay-tax/bandb/	5,984	\$0.00
/whats-on/	5,688	\$0.00
/see-and-do-tax/shopping-markets/	5,373	\$0.00
/where-to-stay/campin...aravan-camping-site/	5,080	\$0.00
/where-to-stay-tax/self-catering/	4,745	\$0.00



TOTNES TOWN COUNCIL

EMERGENCY PLAN

November 2018

Introduction

This Plan has been developed to compliment the overall risk arrangements, help maintain critical services during and after any major disruption and promote recovery. The Council is also the most accessible tier of local government and community leader, and as such would have a key role in helping the Town deal with and recover from a major emergency. The statutory responsibility lies with Devon County Council in conjunction with various other agencies, including the emergency services and South Hams District Council. The Town Council will support the principal authorities in implementing their Major Emergency Plan and make its resources available to them.

Objectives

The prime objective for this document is to identify the resources that are available within the town to support the Emergency Services and Principal authorities. The second objective is to assist other agencies to promote the importance of local emergency planning and to identify means of disseminating relevant information to householders and businesses.

The Town Council undertakes to promote the importance of local emergency planning by a number of means and by utilising a variety of channels of communication, such as:

- publishing relevant articles on the Town Council's website and social media pages;
- attending local community events and group meetings to talk about the issue of local emergency planning;
- by encouraging the merits of **Business Continuity Planning** for individual traders and small companies;
- by providing representation at relevant meetings at both District and County level;
- by participating in any relevant local exercises.

Who to contact

In the case of an emergency the first point of contact is 999. If the emergency is related to a need for access to one of the Town Council buildings, i.e. the Civic Hall or the Guildhall then the points of contact are as follows:

1. The Mayor – postholder changes annually, contact information available on the Town Council website.
2. The Town Clerk – current postholder Catherine Marlton. **Emergency** contact information Work – 01803 862147 / 07748168273

Each member of staff will be issued with the staff handbook which has contact information for other staff. On discovering or being advised of a disaster which might affect business continuity or a major civil emergency, the member of staff will contact the Town Clerk and/or the Mayor.

The Town Clerk will:-

- Ensure all members of staff are contacted, advised of the situation and either put on standby or advised of the action required.
- Convene any necessary meetings of staff and/or Members.
- Consider staff welfare issues and take necessary action.
- Advise statutory authorities (e.g. emergency services, HSE etc) and insurance company as necessary.
- Advise the Mayor by phone where possible.
- Advise other Councillors by e-mail.

Activating emergency access to the Guildhall or Civic Hall

Access will be granted to the Guildhall or Civic Hall by the Town Clerk or Mayor in the case of an absolute emergency and assuming that a keyholder can get to the building without risk to their safety and remain on site to provide the supervision and security as required.

Defibrillators

The Town Council owns and maintains two defibrillators in the town – outside the Royal Seven Stars Hotel at the bottom of Fore Street and outside the Visitor Information Point at the Civic Hall on the Market Square. Other units are available in the town but community groups need to ensure these are registered and accredited at the following link to ensure that the caller can be signposted to the nearest working unit: <https://www.swast.nhs.uk/welcome/defibrillator-scheme/defibrillators>

Snow and Ice

The Town Council subscribes to Met Office weather updates. In the event of a red alert for snow the Town Council will:

- cancel all public meetings;
- advise staff to remain at home rather than travelling into the office;
- post updates on the website and social media with the latest advice from specialist agencies.

In the event of an amber weather warning or unexpected snowfall the Town Clerk has delegated authority to implement the above actions on a discretionary basis. Councillors and members of staff should not to take any risks to travel into the office in the event of severe weather.

If any member of the community wishes to participate in the Snow Warden Scheme please contact the Town Council on 01803 862 147. Further information on the role and responsibilities are found at the following link - <https://new.devon.gov.uk/communities/opportunities/snow-warden-scheme>

Flooding

The Environment Agency has installed new flood defences to high risk areas of the town. They have volunteers to manually open and close the gates based on alerts they send out directly.

The Town Council is subscribed to Environment Agency updates and Met Office severe weather warnings and will publish these on social media to inform the community.

Residents and business owners are encouraged to register for updates on flooding directly at the following link:

<https://www.gov.uk/sign-up-for-flood-warnings>

Alternatively you can register your details or cancel your account by calling Floodline.

Floodline

Telephone: 0345 988 1188

24-hour service

For any serious flooding, or where lives are at risk, please call the emergency services by dialling 999.

Flooding in the road that has been caused by blocked drains or gullies can be reported to Devon County Council Highways on their website.

Pandemic

The Town Council subscribes to NHS and Public Health England updates and in the event of a pandemic will:

- cancel all public meetings;
- advise staff to remain at home rather than travelling into the office;
- post updates on the website and social media with the latest advice from specialist agencies.

Useful links

South Hams District Council Emergency Planning information

<https://www.southhams.gov.uk/article/4028/Emergency-Planning-and-Response->

Devon County Council Emergency Planning information

<https://new.devon.gov.uk/emergencies/>
