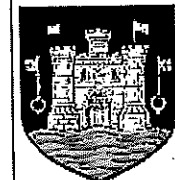


**AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 2ND SEPTEMBER 2019 AT THE GUILDHALL, TOTNES**



You are hereby SUMMONED to attend a Meeting of the Council, which is to be held in the Guildhall, Totnes on **Monday 2nd September at 7pm** for the purpose of transacting the following business:
Please note that public question time will be held prior to Full Council from 6.30pm

No	Subject	Comments
1	To receive apologies.	
2	The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.	
3	<p><i>The Council will adjourn for the following items:</i></p> <p><u>Reports from County and District Councillors</u></p> <p><i>The Council will convene.</i></p>	<p>a) Cllr Birch b) Cllr Sweett</p>
4	<p>To approve and sign the Minutes of the following Meetings: (Please note confidential minutes can be agreed but any discussion must be held in Part 2):</p> <ul style="list-style-type: none"> a. Full Council 1st July 2019 b. Council Matters 8th July 2019 c. Town Matters 15th July 2019 d. Planning 18th July 2019 e. Recess Committee 30th July 2019. f. Planning 19th August 2019 	Enclosures
5	<p>To consider any matters arising from the Minutes <u>and to approve any recommendations</u> from Committees (Please note confidential recommendations can be agreed but any discussion must be held in Part 2):</p> <ul style="list-style-type: none"> a. Full Council 1st July 2019 b. Council Matters 8th July 2019 c. Town Matters 15th July 2019 d. Planning 18th July 2019 e. Recess Committee 30th July 2019 f. Planning 19th August 2019 	Enclosures
6	To co-opt a new member to the Town Council. Three applications have been received.	Enclosure
7	To review the Committee and Link Councillor roles including a request from Cllr Allford for the addition of the Totnes Carnival Committee.	Enclosure
8	To consider an update on the Climate Emergency Report and proposed Action Plan and how best to integrate further discussion into the Town Council committee structure.	Cllr Hodgson
9	To consider a budget and priority setting workshop date for all Councillors on Monday 30 th September 2019.	
10	To receive an update on the Neighbourhood Plan process (standing item) and to minute any agreed actions, delegation and expenditure.	Cllr Luker
11	<p>To consider how best to authorise the use of the Town Crest including:</p> <ul style="list-style-type: none"> a. noting that those who are awarded grants from the Community Grant Scheme are asked to use the logo in publicity materials; b. a current request from St Mary's Church in relation to using the crest on a floor map being produced for installation in the Church. 	<p>Verbal update Town Clerk</p> <p>Cllr Allen request</p>

12	To note an update from Citizens Advice.	Enclosure
13	To consider a response to the SHDC consultation on the Council Tax Support Grant.	Enclosures
14	To note the SHDC consultation on Polling Districts and Polling Stations.	Enclosures
15	To note the SHDC consultation on BT telephone boxes	Enclosures
<i>The Council will be asked to RESOLVE to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>		
16	To consider the updated budget and entertainment list for the December 2019 Christmas Festival and to minute any agreed actions, delegation and expenditure.	Enclosure
17	To note the date of the next meeting: Monday 7th October 2019. Public session from 6.30pm in The Guildhall.	
<u>Paige Adams Trust will be held for Trustees only from 5.30pm on Monday 7th October 2019</u>		

Catherine Marlton



Town Clerk

**John Birch
SHDC Member for Totnes**

Report for Totnes Town Council
meeting to be held on Monday 2 September 2019

I report on the following matters;

TOTNES RAILWAY STATION LIFT FARCE – LATEST

I have been in communication with Mr Thompson, the Communication Manager, at Network Rail. In his latest email to me he states:

"Apologies for the delay in coming back to you. The latest on the lifts is that we are waiting for a remote operation cable to be installed, then our contractor Stannah can come back, we can carry out further checks for safety, then the lifts can be opened.

We now expect them to be opened in mid-October.

I sorry that this is probably not what you wanted to hear, but I can assure you we are getting closer to having fully functioning lifts at Totnes Station."

In my response I have stated the email is not only very disappointing but will cause exasperation in Totnes.

I have made a formal complaint and asked that this matter be referred to the Regional or National Director for his or her determination and action.

REMOVAL OF PUBLIC PAYPHONES

South Hams District Council has been informed by BT that 28 public payphones have been identified for proposed removal in the South Hams district on the basis of low usage. South Hams District Council has been asked to consult.

It is proposed that the following public payphone be removed in Totnes;

- 1. Opposite cemetery on Plymouth Road
- 2. Furze Road
- 3. Swallowfields

Any objections or comments should be sent to dm@swdevon.gov.uk by 11 September 2019.

One option is for the Totnes Town Council or Berry Pomeroy Parish Council in respect of the Furze Road telephone, to adopt the phone box for £1 and use it for other purposes such as the installation of a defibrillator.

LINDEN'S INCOMPLETE WORKS SUBJECT TO INVESTIGATION

Linden has failed to carry out and complete the landscaping works on that part of the Camomile Lawn development adjacent to the footpath from Paradise Walk to Steamer Quay.

I met an enforcement officer from SHDC on site and we established that the planting and landscaping had not been carried out in accordance with the Landscape and Ecology Plan that had been submitted by Linden during the planning process.

Problems have arisen as a result of Linden failing to cultivate the ground in a proper manner and in some areas failed to carry out planting as shown on the planning drawings.

The enforcement officer will be sending a letter to Linden with a request it complies with its planning obligations. Failure to comply could lead to enforcement.

CHURCHILL PUBLIC CONSULTATION

I have been informed that Churchill Retirement Living are holding a public consultation at the Civic Hall on 4 September at 3.00pm to 7.00pm to seek the public's views on its proposed development on the old Co-op site, otherwise known as The Brutus Centre.

For those who cannot attend the plans will be available to view online from 5 September and there will be a facility for feedback.

It is important that all those concerned about the future of the site make their views known by going along to the consultation. Churchill are yet to submit a planning application.

GOVERNMENT MINISTER WARNS OF BREXIT ECONOMIC SHOCK

In a recent teleconference with local authorities Government Minister, Robert Jennick stated the following;

"There will be areas of economic shock following the EU exit and this may lead to the need for local authorities to potentially manage companies that are at risk of failing, understanding why and identifying what support is needed."

I question what expertise local authorities have in taking over the running of companies failing as a result of Brexit and further what financial resources are available to rescue failing companies. In both cases the answer is none.

I have arranged for the matter of SHDC plans for Brexit to be included on the agenda for the next meeting of the Overview and Scrutiny Panel.

SHDC DECLARES BOTH A CLIMATE CHANGE AND BIODIVERSITY EMERGENCY.

South Hams District Council at its Full Council on 25 July 2019 declared both a Climate Change and Biodiversity Emergency as well as agreeing to look into setting up a Citizens' Assembly to enable residents to be engaged in the Action Plan process. Below is the motion that was carried. The wording underlined is the amendment I proposed to the original motion and which was incorporated in the approved version.

- 1. That a Climate Change and Biodiversity Emergency be declared;*
- 2. That an Action Plan be developed that outlines how the Council will address the Emergencies and meet or exceed the targets set by the Intergovernmental Panel on Climate Change (IPCC), including an assessment of the viability of a 2030 target and respond to the concerns raised by the IPBES report on global species and habitat loss to be brought to Council for approval within 6 months;*
- 3. That the Council commit to collaborating with Devon County Council, all the Devon District Councils, Plymouth City Council and other agencies to address the Emergencies;*
- 4. That the Action Plan identify Key Performance Indicators measured against any relevant national standards;*

5. *That a politically balanced Climate Change and Biodiversity Working Group be established that comprises of 6 Members, with the Group Leaders being given delegated authority to put forward their respective nominations after this meeting, with the Group being chaired by the lead Executive Member for Climate Change; and*
6. *That the Working Group be instructed, at its first meeting, to consider the setting up of a Citizens' Assembly and to submit a recommendation to the next Council meeting to be held on 26 September 2019 and that prior to that it be submitted to the September meetings of the Executive and Overview and Scrutiny Panel for comment.*

A good result for cross party cooperation.

Cllr John Birch
SHDC Member for Totnes
27 August 2019

District Councillor Report for Totnes Full Council August 2019 - Cllr Jo Sweett

Fusion going cashless- No No No, I don't support this in any way, each of their reasons is flawed. It will affect the most vulnerable, young and old. I've received so many letters and comments from worried, angry, upset Pavillion members and users. Becoming cashless will ultimately benefit the banks and the encroaching capitalism aspect should not be overlooked. Can Totnes Town Council discuss to Fusion at their very soonest and ask constituents to do the same. A Fusion rep is attending next week's Overview and Scrutiny panel, I've not heard any SHDC members support the decision so I hope we will have some influence.

Churchill plans for retirement homes at Brutus site- No No No, I don't support this at all! This is valuable retail and parking space. We have plans for 3 retirement homes at different sites our town resources and facilities, parking, roads, health service will struggle, and the residential segregation of age groups, especially in town centres is a step away from community living. Local(young)people are really struggling to live here.

S106 – Grant applications from the clubs at Borough park are in and the decision process will take place through September. Further S106 projects- The chicken run easy wheel access, eg buggy ramps to the sides of the steps and drop curbs and pathways at both the Top Elmhirt park and lower Spar park (and the curb leading behind St Johns.) Care will be taken to ensure this doesn't turn into a bike, scooter, skate race track. The temporary ramp the Town Ranger has made is a good indication of how the ramps will be used. The initial plans are being drawn up, please contact me for more details. The fenced off Spar park and the lower grass area with the Basket ball hoops are allocated funds, and further projects in Bridgetown Berry side.

Berry Pomeroy Neighbourhood Plan boundaries. BPPC were unanimous to retain existing boundaries as they are which as both a resident and Councillor I agree is the correct decision. BP NP is now progressing.

Skatepark- The jury is still out regarding the communities for all Lottery grant (there might be progression before FC.) It was a wobbly and sad start to the summer holidays My daughter knew Max Hamilton well, the gorgeous young skater who tragically died in a Plymouth skating accident. She was lucky enough to attend The Totnes Progressive school in its first years, it was initially help in Max's family home and the family are still good friends. Words can't express out sadness. The crowdfunder in Max's honour is a great success and the Skate group is working the best way to incorporate the project.

Mansion- I've had lots of concerns and comments from the public about the booking process at The Mansion, the loss of Learn Devon, the toilet situation and public shower provision. Though it's not a TC provision perhaps you could ask for updates and make suggestions?

Market Square Bin- After both resident and Traders requests (over years) due to the food mess on the square on market days I've ensured installation of an extra bin on the front of the market. I appreciate the curb side collection is still inadequate and waste needs to be separated at this stage. It is currently under review.

Carnival- Local traders were not informed or consulted with over the road closure. Road closures are never popular as they have a detrimental impact on trade as confirmed by the Chamber of commerce survey January 2019. Bank Holiday Saturday is such a busy time for traders.

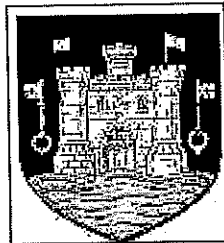
Climate Change and Biodiversity Emergency- adopted at SHDC July council and with the extra detail to reinforce JLP policies via the SPD (supplementary planning document) to secure biodiversity gain etc..... (Please see E.06/19 on minutes from 25th July Full Council)

Climate change working group will be cross party and all members welcome to the meeting. The reports are underway and the council are committed to working collaboratively with DCC, all Devon DC's Plymouth City and further agencies. Member workshops commence this month.

Please email me with any questions before next Monday and I can do my best to answer them fully before the meeting.

Thanks for reading.

Jo



DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 1st JULY 2019 AT THE GUILDHALL TOTNES

Present: Councillors J Hodgson (Chair), Paine, Piper, Allen, Simms, Price, Hendriksen, Webberley, Trow, Allford, Luker, and Matthews.

Apologies: Councillor M Adams and District Councillor Rose.

In Attendance: Catherine Marlton (Town Clerk), Christina Bewley (minutes), Peter Bethel (Town Sergeant), District Councillor Birch, District Councillor Sweett, Soundart Radio x 1, and 10 members of the public,

No	Subject	Comments
1	To receive apologies.	Apologies were given by Councillor M Adams and District Councillor Rose. It was RESOLVED to accept the apologies.
2	The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.	Confirmed.
3	<i>The Council will adjourn for the following items:</i> <u>Reports from County and District Councillors</u> <i>The Council will convene.</i>	County Cllr Hodgson provided a written report. District Cllr Birch provided a written report. He gave an update regarding 39 High St: the owner reported to SHDC that work is progressing and the scaffolding should be coming down next week. The property will be put up for sale after the work has been completed. He also spoke about the proposal to extend the Neighbourhood Plan boundary to include upper Bridgetown. District Cllr Sweett confirmed she had sent out her report to all the Councillors.
4	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> a. Full Council 3 rd June 2019 b. Extra Full Council 10 th June 2019 c. Council Matters 10 th June 2019 d. Planning 20 th June 2019	It was RESOLVED to approve and sign the Minutes of the following meetings : a. Full Council 3 rd June 2019 b. Extra Full Council 10 th June 2019 c. Council Matters 10 th June 2019 d. Planning 20 th June 2019
5	To consider any matters arising from the Minutes and to approve any <u>recommendations</u> from Committees	The following matters arose:

<p><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 June 2019 b. Extra Full Council 10th June 2019 c. Council Matters 10th June 2019 d. Planning 20th June 2019 	<ul style="list-style-type: none"> a. <u>Full Council 3rd June 2019</u> <p>None.</p> <ul style="list-style-type: none"> b. <u>Extra Full Council 10th June 2019</u> <p>Item 3 – Cllr Hodgson expressed concern that Cllr Paine was bringing the Council into disrepute by writing to the local press about an issue that had been voted on and therefore resolved by the Council.</p> <p>Item 4 – It was proposed and AGREED that the Full Council apologises to the Mayor and that it is acknowledged that no wrong-doing occurred with regards to the Mayoral expenses during Cllr Hodgson’s last term in the office as Mayor.</p> <ul style="list-style-type: none"> c. <u>Council Matters 10th June 2019</u> <p>None.</p> <ul style="list-style-type: none"> d. <u>Planning 20th June 2019</u> <p>Item 6 – It was RESOLVED to accept the recommendation. It was AGREED that the information would also be included on the Town Council page in the Totnes Directory. It was also AGREED that consideration would be given to extending the conservation area.</p>
<p>6 To elect a Recess Committee of the Mayor, Deputy and Committee Chairmen which will have delegated authority to deal with any urgent matters which may arise during August when the Council is in recess. Any such decisions will be reported to the Council in September. The Recess Committee has delegated authority to make decisions of the Full Council.</p>	<p>This was AGREED.</p>
<p>7 To ask for an additional Councillor for the Planning Committee. Current membership:</p> <ul style="list-style-type: none"> • Cllr Allen • Cllr Hendriksen • Cllr Luker • Cllr Hodgson • Cllr Paine • Cllr Simms • Cllr Trow <p>Standing Orders requires a minimum of 8 Councillors with a legal quorum of 3.</p>	<p>It was RESOLVED to add Cllr Matthews to the Planning Committee.</p> <p>Councillors were asked for to join Council Matters in light of the resignation of Cllr R Adams but at the time of the meeting there were no volunteers.</p>
<p>8 To consider a small amendment to the Standing Orders to bring in line with national requirements.</p>	<p>It was RESOLVED to adopted the amended Standing Orders.</p>

		Councillors were reminded that all Working Groups must have a nominated Chair (a Councillor), note taker so that updates can go through committee and all members of the public who attend these meetings must do so on a non-voting basis and agree to abide by the Council's Code of Conduct. Working Groups are non-decision making and must feed into the appropriate committee for progressing issues.
9	To note the signing of the Friendship Pact with Vire as part of the Twinning events in May 2019. A short verbal report on the recent Twinning Event to Vire in Normandy will also be presented.	Cllr Hodgson provided a verbal report and it was noted.
10	To consider and approve the Climate Emergency Report and Proposed Action Plan for implementation of the Town's Climate Emergency Declaration and to minute any agreed actions, delegation and expenditure.	<p>Cllr Hodgson provided a draft action plan for discussion. She went through the proposals in the action plan. It represents a framework of where we are up to. She suggested a theme is selected each month to be worked on. Meeting planned for this Saturday to discuss further.</p> <p>Cllr Simms asked for more detail on item 2. g) in the report. Cllr Hodgson explained the background.</p> <p>Cllr Allen is looking at the options for having more water fountains around the Town.</p> <p>It was AGREED that further work would be done to this draft document within the community before coming back to Full Council in due course. The Clerk explained that the document would need to go through the appropriate working group and committee before being adopted as a Town Council policy and that financial, resource and community implications of any actions would need to be carefully considered before the Council commits to anything.</p>
11	To discuss a proposal to organise a facilitated session to help set Town Council priorities for the coming term and to undertake some Social Media training and to minute any agreed actions, delegation and expenditure. If the Council is in agreement, the proposed date is either Tuesday 17 th or Thursday 26 th September 2019 and will also inform the budget setting process for 2020/21.	This was AGREED . A date will be arranged.
12	To receive an update on the Neighbourhood Plan process (standing item) and to minute any agreed actions, delegation and expenditure.	<p>Cllr Luker provided a verbal report. The options around extending the boundary to include upper Bridgetown, which is in Berry Pomeroy parish, were discussed.</p> <p>It was RESOLVED to ask the Clerk to undertake further investigation into the option by seeking Berry Pomeroy Parish Council's view, enquiring about what progress they have made on their own Neighbourhood Plan, and asking the Consultants view.</p>

13	<p>To consider application from Wendy Arscott for a variation to the premises licence of Young Devon Trading, 3 Fore Street, Totnes, TQ9 5DA (also known as YD Number 3).</p> <p>The application is to: Extend the hours for sale of alcohol for consumption on and off the premises to Mon-Sun 11:00 to 22:00 (currently 11:00 to 16:30); to replace the current conditions under Annex 2 of the licence with more suitable conditions to address the four licensing objectives.</p> <p>If you would like to make a representation, please send to the Licensing Department at South Hams District Council or email licensing@swdevon.gov.uk no later than 16th July 2019. Please do not hesitate to contact me if you would like any further information.</p>	<p>It was AGREED by majority vote that the Council has no objections.</p>
14	<p>To note any notification of election and dates associated.</p>	<p>The Clerk reported that there will be no election and the vacancy will be filled by Co-option. If more than one expression of interest is received Councillors decide who will be appointed.</p>
<p><i>The Council will be asked to RESOLVE to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i></p>		
15	<p>To consider two nominations for the Freeman of the Town award and to minute any agreed actions, delegation and expenditure.</p>	<p>It was RESOLVED to approve the two nominations.</p> <p>The Town Clerk and Mayors PA will liaise with the nominees on a small awards ceremony, paid from the Mayoral budget.</p>
16	<p>To consider the draft budget for the December 2019 Christmas Festival and to minute any agreed actions, delegation and expenditure.</p>	<p>The Clerk gave a verbal update on the background. It was RESOLVED to agree the draft budget and provide financial underwriting up to £16,600, £10,000 of which was already planned for as the annual Arts budget. This was agreed by a majority of 11, 1 abstention.</p>
17	<p>To note the date of the next meeting: Monday 2nd September 2019. Public session from 6.30pm in The Guildhall.</p>	<p>Noted.</p>

Ended 9.10pm

Catherine Marlton
Town Clerk



**DRAFT MINUTES FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 8th JULY 2019 AT THE GUILDHALL TOTNES**

Present: Cllr E Price (Chair), Cllr M Adams, Cllr C Allford, Cllr P Paine, Cllr Piper

Not present: Cllr Simms

In Attendance: Catherine Marlton (Town Clerk)

No	Subject	Comments																				
1	To receive apologies and to confirm that any absence has the approval of the Committee.	None.																				
<i>The Committee will adjourn for the following item:</i>																						
Public Question Time: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes. – 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: Council Matters 10 th June 2019 - (already agreed through Full Council)	None.																				
3	To consider the current year's budget allocations, budget monitor, balances and forecast	The current year budget monitor was considered and AGREED unanimously. Councillors felt a projected overspend at the end of 2019/20 of £81,047 was reasonable given the healthy level of reserves and the previous two years underspend. The Clerk explained that the projected overspend was likely to be a 'worst case' scenario and savings should be made over the course of the year.																				
4	To receive an update on the Neighbourhood Plan (standing item).	The update was noted.																				
5	To consider Grant Applications to the Community Grants Scheme under delegated authority - £6,000 available for allocation	<p>The following allocations were AGREED under delegated authority:</p> <table border="1" data-bbox="746 1099 1497 1473"> <thead> <tr> <th>Organisation</th> <th>Amount Awarded</th> </tr> </thead> <tbody> <tr> <td>Transition Town Totnes</td> <td>£1,000</td> </tr> <tr> <td>Leechwell Garden Association</td> <td>£1,000</td> </tr> <tr> <td>Totnes Library Writers Group</td> <td>£200</td> </tr> <tr> <td>Totnes Elizabethan Society</td> <td>£300</td> </tr> <tr> <td>Jamming Station</td> <td>£800</td> </tr> <tr> <td>Transition Homes Community Land Trust</td> <td>£1,000</td> </tr> <tr> <td>Totnes Caring</td> <td>£700</td> </tr> <tr> <td>Proud2Be</td> <td>£500</td> </tr> <tr> <td>Party in the Town</td> <td>£500</td> </tr> </tbody> </table> <p>The total awarded is £6,000. Each group will be asked to invoice the Town Council for payment with receipts where appropriate.</p> <p>Organisations who have been successful in their application should be encouraged to use the Town Council logo on publicity materials.</p> <p>A further £6,000 is available in the grant fund and applications must be received by midday on 7th October 2019 for consideration by Council Matters in mid-October.</p> <p>Updates on the project will be asked for at the end of the financial year.</p>	Organisation	Amount Awarded	Transition Town Totnes	£1,000	Leechwell Garden Association	£1,000	Totnes Library Writers Group	£200	Totnes Elizabethan Society	£300	Jamming Station	£800	Transition Homes Community Land Trust	£1,000	Totnes Caring	£700	Proud2Be	£500	Party in the Town	£500
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Proud2Be	£500																					
Party in the Town	£500																					
6	To consider any actions from the Council Venues Working Group on Thursday 4 th July 2019	It was AGREED under delegated authority to proceed with the improvements to the scenery dock and disabled friendly improvements																				

7	To consider the reviewed Councillor Allowance Policy for recommendation to Full Council	It was RECOMMENDED to Full Council that the reviewed Councillor Allowance Policy (renamed <u>Payments to Councillors</u>) be adopted.
8	To review the financial contribution to SHDC for public toilets	It was RECOMMENDED to Full Council that the contribution to SHDC to keep the public toilets free of pay on entry should continue until the end of the 19/20 financial year at a cost of £17,600 total. Ongoing contributions should be considered as part of the community budgeting and precept planning work.
9	To ratify the appointment of a Visitor Information Assistant from 22 nd July until 1 st November 2019	It was unanimously AGREED to ratify the appointment.
10	To consider any actions from the Cemetery Working Group on Thursday 27 th June 2019	Cllr Paine handed a list and site plan for items for improvement to the Clerk for action. It was AGREED to action these if they were possible within the already allocated 19/20 budget and by agreement of the Cemetery Working Group.
11	To note any update from the Economy Working Group	The update from Cllr Price was noted. A future date would be circulated by Cllr Price in due course.
12	To agree expenditure for upcoming projects as proposed by the Public Realm Working Group.	The following allocations were AGREED under delegated authority: <ul style="list-style-type: none"> • Chicken Run - £750 • 4 picnic tables on Vire Island and entering into an SLA with SHDC to maintain them - £2,000 • 4 picnic tables at Longmarsh and entering into an SLA with SHDC to maintain them - £2,000 It was noted that costs for a professional signage audit and the weeding/composting project would be taken to the next Council Matters meeting.
13	To note a delay on the Museum repair work	The update was noted.
<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>		
14	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	These were reviewed and unanimously AGREED .
15	To consider a quote for rewiring work in the Civic Hall and to agree delegation, expenditure and actions required.	A quote and specification of £4,400 was AGREED under delegated authority and the Clerk was asked to expedite the remedial works to ensure hirers were able to easily access the technical equipment in the Civic Hall.
16	Date of the next meeting – Monday 9 th September 2019 at 7pm in the Guildhall	Noted.

Future meetings agenda items:

- Update Statement of Internal Control
- Review Financial Regulations
- Signage audit and Public Realm projects
- To review the Pensions Discretions Policy
- Consider a Business Continuity Plan
- To review the Town Council Anti-Fraud and Corruption Policy.
- To review a summary of the required actions resulting from the Risk Assessment programme
- Investment options for general reserve
- To review various staffing policies – Capability, Disciplinary, Equal Opportunities, Dignity at Work
- To review the Staff handbook
- To note sick leave and overtime balances
- To consider asset remedial works – Guildhall, Chapel, Museum, Civic Hall, residential properties

- To receive an update on the Market Square project
- To consider terms of reference for the IT contractor
- To consider grant applications for the Community Fund – October 2019
- To review the Grievance and Complaints policies
- To review the Communications and Social Media Policy

Members – quorum is 3 members (1/3 of elected)

- Cllr E Price(Chair)
- Cllr M Adams
- VACANCY
- Cllr C Allford
- Cllr J Hodgson
- Cllr P Paine
- Cllr A Simms
- Cllr B Piper



DRAFT MINUTES OF THE TOWN MATTERS COMMITTEE
MONDAY 15TH JULY 2019 AT THE GUILDHALL TOTNES

Present: Councillors B Piper (Chair), G Allen, R Hendriksen, D Matthews, P Paine, V Trow and L Webberley.

Apologies: None.

Not Present: Cllrs K Perkins and S Skinner.

In Attendance: 3 members of the public (Andrew Chadwick and Celia Minoughan from Totnes Ramblers, and Philip Nash from Plastic Free Totnes) and Sara Halliday (Committee and Cemetery Administrator).

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	No apologies had been received.
<i>The Committee will adjourn for the following items:</i>		
A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.		<p>Totnes Ramblers were speaking in support of item 3 and were asking Totnes Town Council (TTC) to adopt the Ramblers Charter for Walking Neighbourhoods and improve walking in Totnes. Totnes Ramblers and Visit Totnes are already working closely together to promote walks and the Franklin Trail to visitors to the town, and the Visit Totnes website advertises Ramblers events.</p> <p>Plastic Free Totnes updated on the group's activities, with Totnes Alive providing a good opportunity to engage with various community groups. Following progress against the five areas of compliance required for a town to be considered as plastic free, Plastic Free Totnes have submitted an application for Totnes to be recognised as a plastic free community, which it is hoped will be confirmed soon. All Totnes schools are signed up to end single use plastic. Plastic Free Totnes would like to encourage TTC to use its influence to stop the use of single use plastic where possible, for example in its buildings and at the market. Cllr Allen will notify Plastic Free Totnes of the date of the next Climate Emergency Working Group.</p>
<i>The Committee will convene to consider the following items:</i>		
2	To update on any matters arising from the minutes of 28 th May 2019. (Note: already agreed through June 2019 Full Council.)	<p>Item 4 – Resolved by Full Council, and item 5 on this agenda.</p> <p>Item 5 – Resolved by Full Council. Cllrs Hendriksen and Piper will meet to draft the specification for recording equipment to present to the next Venues Working Group.</p> <p>Item 7 – Resolved by Full Council and a letter was sent to South Hams District Council on 19th June 2019. The seating in the bus shelter has now been adjusted to include lower level seating.</p>

		<p>Item 8 – Resolved by Full Council. Proud2Be have been informed of the dates that their flag will fly.</p>
3	To consider the request to support the Ramblers “Charter for Walking Neighbourhoods”.	<p>Cllr Allen (as TTC representative on the Parish Paths Partnership) and Cllr Trow as Link Councillor for Open Spaces, will engage with the Ramblers. The Committee was unanimous in its decision:</p> <p>To RECOMMEND to Full Council that Totnes Town Council adopts the Ramblers Charter for Walking Neighbourhoods.</p>
4	To consider how Totnes Town Council can, where possible, reduce its consumption of single-use plastic in its offices.	<p>Standing orders were suspended to enable Mr Nash to be involved in discussion. A number of examples were given of where plastic is used which is not immediately clear (e.g. in mulch and in tea bags). Cllr Allen said that the Climate Emergency Working Group is looking to work with other local councils to help people identify and stop plastic use at source.</p> <p>It was AGREED that the Climate Change Working Group will look at the Single Use Plastic issue, and that Plastic Free Totnes will be invited to help advise on where TTC may be able to make adjustments or changes.</p>
5	To receive an update from the Community Engagement Plan Working Group.	<p>Cllr Webberley gave an update from the Community Engagement Plan Working Group held in June. Councillors are keen to engage the community, and have identified the following opportunities:</p> <ul style="list-style-type: none"> • Meet and Greet sessions – starting in September, three per month staffed by two Councillors in the following locations: Saturday in the Butterwalk and outside Follaton Stores, and Wednesday at St John’s Community Café. • Information - in the Totnes Directory (there will be information in the August edition) and another notice board to host information at the bottom of the town. • Council Meetings - taking one in four meetings to Bridgetown, Follaton and the Civic Hall, as the Guildhall is not accessible to all. Further work is required to find suitable venues that are available and costings for hire. • TTC website - needs to be updated to allow improved smart phone use. <p>The next meeting will be on 16th July 2019 at 7pm.</p> <p>To RECOMMEND to Full Council that all Councillors sign up to a rota for Meet and Greet sessions which will occur three times a month to encourage community engagement.</p>

6	To consider the Devon and Somerset Fire Service consultation on the "Service Delivery Operation Model Proposal".	It was AGREED that Councillors would arrange to meet with Totnes Fire Station fire fighters to discuss the consultation option to reduce from two to one fire tenders in Totnes. Out of Committee Councillors would circulate and agree a recommendation to go to Full Council in September in order to meet the consultation deadline of 22 nd September.
7	To consider how Totnes Town Council might support "VE Day 75" on 8 th May 2020 which commemorates the 75 th anniversary of the end of World War 2 in Europe.	To RECOMMEND to Full Council that Totnes Town Council welcomes the international celebration of peace and in commemoration of VE Day 75 make it a time to remember, reflect and pay tribute to the millions who played a part, lost their lives, were persecuted, or have been affected by war. The national programme of events will be forwarded to the relevant groups (e.g. churches, pubs, Totnes Caring) to raise their awareness and potential participation, and to invite applications for funding from the Community Grants Scheme and/or Paige Adams Trust to support any community event planned.
8	To consider a request for a name plate for Windeatt Lane off Plymouth Road.	It was AGREED that this request would be referred to the Planning Committee.
9	To consider the format (written or verbal) for Link Councillor updates, and a schedule.	It was AGREED to adopt the schedule for Link Councillor updates at future Town Matters Committees. Councillors are encouraged to email a few bullet points that can be circulated with the Committee papers, but short verbal updates will also be accepted.
10	To note the date of the next meeting of the Town Matters Committee – Monday 16th September 2019 at 7.00pm in the Guildhall.	Noted.



**DRAFT MINUTES OF THE PLANNING COMMITTEE
THURSDAY 18TH JULY 2019 AT THE GUILDHALL TOTNES**

Present: Councillors G Allen (Chair), R Hendriksen, C Luker and P Paine.

Apologies: Cllr V Trow.

Not Present: Cllrs J Hodgson and A Simms.

In Attendance: two members of the public and Sara Halliday (Committee and Cemetery 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. It was noted that Cllr Matthews has withdrawn from the Committee.
	<i>The Committee will adjourn for the following items:</i>	
	A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.	A resident of Quayside flats spoke about the felling of trees and severe cutting back of bushes along the hedge line at the Rainbow View site, with mixed messages from the developers and builders about the works carried out. Cllr Allen said that she would look into this matter.
	<i>The Committee will convene to consider the following items:</i>	
2	To update on any matters arising from the minutes of 20 th June 2019. (Note: already agree through Full Council.)	The minutes have been agreed at Full Council. Item 6 – Resolved by Full Council. The Totnes Town Council (TTC) Website and Facebook pages will be updated as agreed.
3	To make recommendations on the following tree works orders: 3a) 1704/19/TPO – G1: Sycamore x 20 – crown height reduction by 3-3.5m and crown raise to 8m from ground due to lack of light and encroachment on surrounding buildings and road. 2 Follaton Mount, Plymouth Road, Totnes, TQ9 5LX. 3b) 2121/19/TCA – T1: Rowan – reduce whole crown by up to 0.5 meters and remove dead wood (exempt) to have a more aesthetically pleasing tree. 2 Plym Villas, Totnes, TQ9 5PQ. 3c) 2120/19/TCA – T1: Bay leaf – fell to ground level – tree causing substantial structural defects to adjacent wall. 3 Devon Terrace, Bridgetown, Totnes, TQ9 5AZ.	Support. Support. Support.
4	To make recommendations on the following planning applications: 4a) 1683/19/FUL – Application for two additional storeys to existing 2-storey East- West wing of the building to provide 5no. 2-bedroom duplex units,	Object – concern about insufficient parking for the number of dwellings (20 spaces for 26 or 31 flats)

<p>alterations to roof of North-South wing to improve internal head- height above the second floor units approved in application 1483/17/POD, car parking for 20no. cars including 6no. ECV points, cycle parking for 36no. bicycles and associated landscaping, access, and waste and recycling storage. Rainbow View [previously known as Parkers Barn], Parkers Way, Totnes, TQ9 5UF.</p> <p>4b) 1835/19/FUL – Construction of new offices and car park. Builders Yard, Babbage Road, Totnes, TQ9 5JA.</p> <p>4c) 1851/19/HHO – Householder application for proposed extension and alteration to the rear including the construction of a basement. 2 Alexandra Terrace, Totnes, TQ9 5QF.</p> <p>4d) 1172/19/HHO – READVERTISEMENT (Revised Plans Received) Householder application for proposed alterations to existing dwelling, including dormer to rear, second storey extension to side, window enlargement, and veranda to rear. Pine Trees, Jubilee Road, Totnes, TQ9 5BP.</p> <p>4e) 0150/19/HHO – Householder application for a first storey extension above current garage, with 1no. front (south) facing window, 1no. side (west) facing doors with Juliet balcony and 1no. side (west) facing window. 1 Broad Oak Crescent, Pathfields, Totnes, TQ9 5QS.</p> <p>4f) 2179/19/HHO – Householder application for conversion of lower portion of garage into work space and addition of dormer to upper floor. Jackson House, Higher Westonfields, Totnes, TQ9 5QZ.</p> <p>4g) 1860/19/HHO – Householder application for front porch. 27 Weston Lane, Totnes, TQ9 5UN.</p> <p>4h) 2166/19/LBC – Listed building consent to replace existing single glazed sliding sash timber windows with double glazed sliding sash timber windows. Watermans Arms, Victoria Street, Totnes, TQ9 5EF.</p> <p>4i) 2086/19/LBC – Listed Building Consent for proposed external installation of gas supply pipes and associated works to Bridgetown elevation and inner courtyard elevations, pipework boxed-in</p>	<p>which will impact on the neighbouring roads that are already overcrowded with vehicle parking. The Committee has concerns about the removal of trees on the site and how this affects screening from neighbouring properties.</p> <p>If permission is granted, the Committee would like to see a condition that at least one the five (no) 2-bedroom duplex units is affordable; and that ducting is installed in the car park for increasing the number of ECV points in the future.</p> <p>Object – the Committee supports the Environmental Health assessment that raises concerns about unaddressed potential flooding and contamination risks.</p> <p>Cllr Allen declared a personal interest.</p> <p>Object – the density of the proposed dwelling (ratio of existing house to new) on the neighbouring properties and there will be the loss of off-road parking.</p> <p>The Committee will conduct a site visit to assess the neighbour's concerns about loss of privacy from the proposed dormer window.</p> <p>Support, but the Committee would prefer to see the use of existing shingle tiles to cedar lap to maintain the visual appearance with neighbouring properties.</p> <p>Support.</p> <p>Support.</p> <p>Cllr Paine declared a personal interest. Support.</p> <p>Support.</p>
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	<p>and painted to match existing coloured render of walls. Seymour Court, Bridgetown, Totnes.</p> <p>4j) 1932/19/ARC – Application for approval of details reserved by Condition 4 of planning consent 4141/18/LBC. 4 Seymour Villas, Pathfields, Totnes, TQ9 5QR.</p>	Support.
<p>NOTE: Cllr JH observes and does not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.</p>		
5	To consider Councillor and public comments on the draft Totnes Town Council Transport Policy and Strategy and make a recommendation to Full Council.	It was AGREED that an extraordinary meeting of the Planning Committee will be held in early September, open to all Councillors, to go through the draft Totnes Transport Policy and Strategy. This meeting will propose a recommendation for the September Planning Committee to consider and refine before going to Full Council in October 2019.
6	To consider a request from KEVICC to support the continued use of the Art Building.	<p>It was AGREED that the Officer will contact Devon County Council education department to clarify what the plans are for the KEVICC building.</p> <p>To RECOMMEND to Full Council that TTC writes to Devon County Council supporting KEVICC's request for the refurbishment of the art building rather than its demolition, as demolition would be the loss of an important facility.</p>
7	To discuss the ATMOS site visit conducted on 24 th June 2019.	<p>Councillors shared their observations following the recent ATMOS site visit.</p> <p>It was AGREED that the Officer would email Totnes Community Development Society (TCDS) to clarify the following points:</p> <ul style="list-style-type: none"> - How much of the site is owned by the TCDS? - What is the timeline for the ATMOS work? - What is the current financial situation regarding funding the various elements of the ATMOS project?
8	<p>To note the following event requests received by SHDC:</p> <p>8a) National Trust Promotional Event on Tuesday 30th July from 0930-1600hrs, Civic Hall Car Park.</p>	Noted.
9	To note the date of the next meeting of the Planning Committee – Thursday 15 th August 2019 at 10.00am.	To accommodate holidays and maximise attendance, it was AGREED to hold the next Planning Committee on Monday 19 th August at 2pm.



ITEM 4e

DRAFT MINUTES OF THE MEETING OF TOTNES TOWN COUNCIL RECESS COMMITTEE
10AM TUESDAY 30th JULY 2019 AT THE GUILDHALL TOTNES

Present: Councillors Hodgson (Chair), Price, and Piper.

Apologies: Councillors Hendriksen & Allen.

In Attendance: Councillor Matthews, Christina Bewley (Deputy Town Clerk), and Press x1.

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	Apologies were given by Councillors Hendriksen & Allen. It was RESOLVED to accept the apologies.
2	To ratify the appointments of the Freelance Events Manager and Admin Assistant (Maternity Cover) following interviews.	It was RESOLVED to ratify the following appointments: 1. Freelance Events Manager 2. Admin Assistant (Maternity Cover). The top two scoring interviewees were ratified in case of the top candidate failing reference checks or declining the position.
3	To consider a request from the Royal British Legion to take over liability of the Remembrance Day events.	It was RESOLVED to offer the local branch of the Royal British Legion up to £400 from the Community Projects budget to cover the cost of a single event insurance premium and contribute towards the road closure fee. In order for the Council's Insurers to cover the event the Council would have to fully organise and run it. It was AGREED that we do not have the staffing capacity to do this.
4	To consider the balance of the Councillor Training budget and how to authorise requests for expenditure.	It was RESOLVED that any requests for training costing over £200 (including estimated travel costs) per course/event would need approval from the Council Matters Committee. A proposal should be submitted to the Committee detailing what benefit the training will bring for the Town.
5	To consider a request for a change of bank details for Caring Town – for payment of the Information Exchange funding.	It was RESOLVED to allow payment of the Information Exchange funding for this year to be made to Caring Town Ltd instead of Totnes Caring, but Caring Town Ltd must be registered as a charity before being eligible to receive any grant funding next year.
6	To note that the deadline for expressions of interest to be sent to the Town Clerk for the Coopted Council vacancy is 9am on Tuesday 27 th August 2019.	Noted.
7	To consider the request to set up a Town Centre Meeting with partner agencies.	The proposal was discussed and Cllrs felt it would be a good opportunity to hear the views of local traders and the public.

		<p>It was RESOLVED to arrange a Town Centre Meeting as proposed for September.</p> <p>The Market Supervisor and local businesses should be invited.</p> <p>SHDC should be asked what resources they will be able to provide to help with the resulting action plan.</p>
8	<p>To note the date of the next Full Council – 2nd September 2019 at 7pm in the Guildhall. Public session from 6.30pm</p>	<p>Noted.</p>

Ended 11.05am

DRAFT



**DRAFT MINUTES OF THE PLANNING COMMITTEE
MONDAY 19TH AUGUST 2019 AT THE GUILDHALL TOTNES**

Present: Councillors G Allen (Chair), J Hodgson, C Luker, P Paine and A Simms.

Apologies: Cllr R Hendriksen.

Not Present: Cllr V Trow.

In Attendance: five members of the public and Sara Halliday (Committee and Cemetery Administrator).

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	It was resolved to accept the apologies.
<i>The Committee will adjourn for the following items:</i>		
2	To note the proposed redevelopment of the former Budgens Store, Station Road, Totnes to form retirement living accommodation.	<p>It was AGREED to bring item 8 forward given the public interest in this specific item. Standing orders were suspended to enable members of the public to speak.</p> <p>Two members of the public spoke about the Churchill Retirement Living purchase of this site and raised issues including: the owner's presumption that planning approval would be granted; the proposed development not being in the interest of the town; concern about the loss of retail space in the town; whether part of the land could be sold on and used for affordable housing; the lack of early community engagement about the development which is contrary to National Planning Policy Framework guidance; and the importance of having an independent community consultation, not one led by the developer.</p> <p>To RECOMMEND to Full Council that Totnes Town Council:</p> <ul style="list-style-type: none"> • Writes to South Hams District Council to see what informal discussions they have had with Churchill Retirement Living over plans for the site; • Holds a community consultation event about the redevelopment of the site; and if approved • Invites South Hams District Council and a Devon County Archaeologist to attend the community consultation event and notifies Churchill Retirement Living of the date for the event.
A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.		
<i>The Committee will convene to consider the following items:</i>		

3	<p>To update on any matters arising from the minutes of 18th July 2019.</p>	<p>Item 2 – The Totnes Town Council Website and Facebook pages were updated with information on how to recommend a tree for a tree preservation order on 2nd August 2019.</p> <p>Item 5 – A meeting to discuss the draft Totnes Transport Policy and Strategy has been arranged for 3pm on Thursday 5th September 2019 in the Guildhall.</p> <p>Item 6 – Devon County Council Education Department has been contacted and the response circulated to all Councillors. The demolition of the old arts building has been agreed by the KEVICC principal and leadership team. The building's removal is a final part of the £1m plus investment in the refurbishment of existing science facilities, which was put forward by the College Principal.</p> <p>Item 7 – the Totnes Community Development Society has been emailed and a reply is awaited.</p>
4	<p>To make recommendations on the following tree works order:</p> <p>4a) 2267/19/TPO – T1: Ash – Fell as no longer safe. Land adjacent to 56 Denys Road, Totnes, TQ9 5TL.</p>	<p>Support. The Committee would request that a native tree is planted as a replacement, preferably an ash.</p> <p>It was AGREED that it would be useful if the tree warden comments could include a reason for their advice.</p> <p>To RECOMMEND to Full Council that the Totnes Town Council website contains information of how the public can report unsafe trees to Devon Highways or the Town Council and include a link to Devon County Council advice on ash dieback.</p>
5	<p>To make recommendations on the following planning applications:</p> <p>5a) 2258/19/HHO – Householder application for first floor side extension. 10 Sparrow Road, Totnes, TQ9 5PR.</p> <p>5b) 1896/19/FUL – Erection of single storey extension and associated alterations. Friends Meeting House, Ticklemore Street, Totnes, TQ9 5EJ.</p> <p>5c) 2228/19/LBC – Listed building consent for internal alterations and refurbishment. Seymour House, Bridgetown, Totnes, TQ9 5NE.</p> <p>5d) 2224/19/FUL – Alterations and extensions to existing building, including the creation of a new</p>	<p>Support.</p> <p>Support.</p> <p>Support.</p> <p>Support, but the Committee would request wooden framed windows are used in the conservation area.</p>

	<p>window and roof dormers. Stoneleigh, South Street, Totnes, TQ9 5DZ.</p> <p>5e) 2125/19/HHO – Householder application for proposed single storey rear extension and raised deck. 37 Follaton, Plymouth Road, Totnes, TQ9 5ND.</p>	<p>The Committee has concerns about the potential un-neighbourliness of this application in terms of the size of the extension and the potential loss of light to the gardens of neighbouring properties.</p>
<p>NOTE: Cllr JH observes and does not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.</p>		
6	<p>To consider the public petition brought to Full Council in July against the installation of 5G masts in Totnes.</p>	<p>Standing Orders were suspended to enable members of the public to speak - views were expressed about the origin of some of the information being provided to the Town Council by those presenting the petition and concerns about mis-information.</p> <p>To RECOMMEND to Full Council that Totnes Town Council makes a statement on its website that on the precautionary principle, Totnes Town Council is concerned about potential health risks caused by 5G based on a lack of scientific research into the issue.</p>
7	<p>To consider a request for a name plate for Windeatt Lane off Plymouth Road.</p>	<p>It was AGREED that the Council Officer will approach the member of the public making this request to clarify the exact location of 'Windeatt Lane' and to explain the local authority guidance about using the name where it already exists in the town (Windeatt Square).</p>
8	<p>To consider the condition of 8 Devon Terrace (namely the boarded up windows) as it sits within a conservation zone.</p>	<p>Cllr Simms declared a personal interest. In discussion there was concern about the Town Council being drawn into a domestic dispute.</p> <p>To RECOMMEND to Full Council that Totnes Town Council writes to the owner of 8 Devon Terrace about the visual impact of the boarded windows in a conservation area based on a complaint received from a member of the public.</p>
9	<p>To note planning application 2439/19/PAD Application for prior notification of proposed demolition of industrial building at Crown Graphic, St Peters Quay, Totnes, TQ9 5EW.</p>	<p>Noted. Cllr Paine updated that demolition had started.</p>
10	<p>To note the minutes of the Totnes and District Traffic and Transport Forum held on 26th June 2019.</p>	<p>Noted.</p>
11	<p>To note the following event requests received by SHDC:</p> <p>11a) Totnes Carnival Extravaganza on Sunday 25th August from 11am-3pm, Borough Park.</p>	<p>Noted.</p>
12	<p>To note the date of the next meeting of the Planning Committee – Thursday 19th September 2019 at 10.00am.</p>	<p>Noted.</p> <p>Item for the next agenda: to clarify the status of the community garden behind Baltic Wharf.</p>

3 expressions of interest were received in the Town Councillor vacancy

Robert Vint

"I have been a councillor in Totnes from 2007 to 2019. I have sat on the County, District and Town Councils, and have been a member of the planning committees of all three councils. My background has been in environmental campaigning and environmental education since 1979.

I am especially interested in tackling local, social and environmental issues through the planning system and through working in partnership with community organisations. The town would not function without the work of dozens of organisations and thousands of volunteers so, in my view, the main job of the Town Council is not to run the town, the main job of the Town Council is to help the town to run itself."

Chris Hall

10 Sparkhays Drive,
Totnes
TQ9 5PY

Dear Town Clerk

I wish to express an interest in the vacant post of town councillor.

However, I may not be able to take up the post until January of next year as I only moved to Bridgetown in December of last year.

Before then I lived in Glenarm Terrace and have been resident in Totnes for five years.

I am not sure what the councillors would like to know. Before retiring, my profession was that of litigation solicitor. In my early professional years I worked in a local council primarily on tenders, building contracts and disputes arising. I have also worked for a trade union one of my specialisms being employment law. I don't pretend to have an upto date knowledge in these areas.

Since arriving in Totnes, I have taken an active interest in matters that affect the town. I came somewhat late to the campaign to preserve the market place.

I am not currently a member of any political party. I am aware that the issues that face Totnes arouse passionate debate and can give rise to factional politics if the Totnes Times is correct in the reporting of events

I believe solutions to issues should be debated on their merits. I hope that the reported level of disrespect that some councillors have for others has been exaggerated.

So far as Bridgetown is concerned, I have discovered that there is a community group for the area. I have not attended any of their meetings yet, but would hope to work with them for the good of the area.

So far as wider issues are concerned, I have an awareness of the traffic problems, the lack of affordable housing, the limitation of public transport and the struggle that some businesses have to keep going. I'm sure if there was a magic wand, it would have been waved by now.

It would take me a little while to get up to speed with regard to proposed solutions.

On wider issues, I haven't seen or heard of any available facilities for young people in our town. I know KEVICCS does a tremendous job, but outside of that where are the facilities.? I wonder whether the lack of them has contributed to our drugs problem.

If I had a dream for Totnes it would be to create an arts centre like the one in Ashburton. We have such a wealth of musical talent in and around South Devon and although the pubs and cinema in Totnes do their very best to showcase that talent, I believe such an amenity would be of real benefit to the town. Has any other councillor got that dream ?

Finally, I've never understood why there are not more shops in Bridgetown itself. I don't know how that can be remedied.

I look forward to hearing from you.

Kind Regards,
Chris Hall

Kevin Gilbraith
18 Sparkhays Drive,
Totnes
TQ9 5PY

Dear Sir / Madam,

I would very much like to be considered for the position of Town Councillor for the Totnes Bridgetown Ward as I would like to be a fully active, and participating, member of the Totnes community. I do meet the eligibility criteria for this position.

I am 58 years old, and have been retired for the past 2 years from the rail industry, where I used to be the Manufacturing Quality Manager for a Siemens company for over a decade.

My wife and I moved to Totnes (the Camomile Lawn development in Bridgetown) approximately 2 years ago, and are already enjoying life in this fabulous town enormously. I helped form a residents association for the Camomile Lawn development, and am the Vice Chairman on this committee. I am an active member of local rowing and sailing clubs, and enjoy playing tennis regularly, and walking.

I am particularly interested in town planning, especially in projects such as Atmos. I would like to be a link councillor for projects such as this to facilitate communication between the Town Council and the project teams. Now that work commitments allow, I would welcome a new challenge, and this opportunity looks exciting and fulfilling.

I do need to mention that, as this commitment has only recently become a possibility, I am already committed to trips away from Devon that would entail missing 4 of the full council meetings in the first year. This lack of attendance would not be repeated in future years.

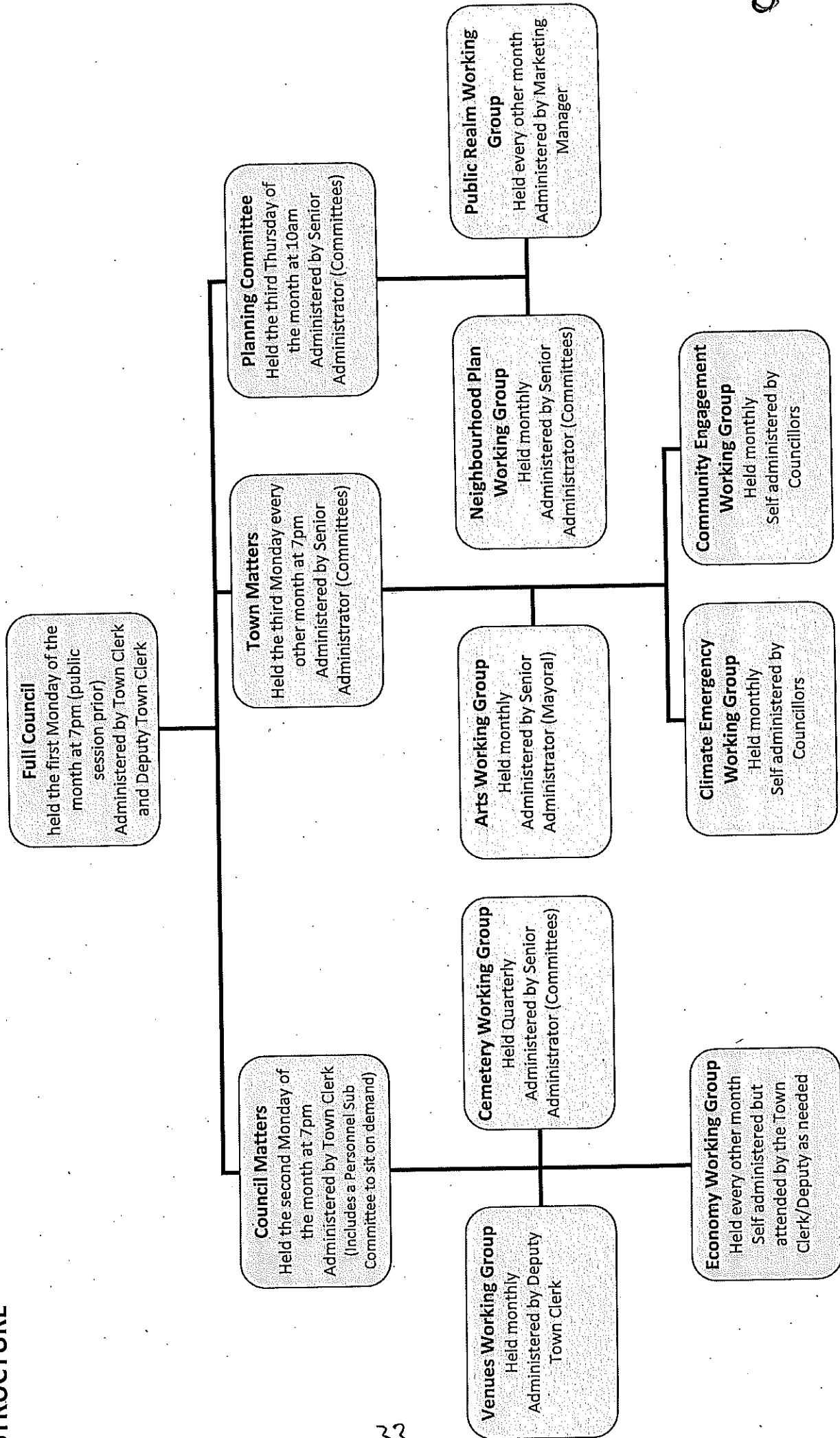
Yours sincerely,
Kevin Gilbraith

Councillor roles 19/20

Mayor – Councillor Jacqi Hodgson
Deputy – Councillor Ray Hendriksen

Committee Membership	
Council Matters	Cllrs Price (Chair), M Adams, VACANCY, Allford, Hodgson, Paine, Piper, Simms
Planning	Cllrs Allen (Chair), Hendriksen, Hodgson, Luker, Paine, Simms, Trow
Town Matters	Cllrs Allen, Hendriksen, Matthews, Paine, Perkins, Piper (Chair), Skinner, Trow, Webberley
Working Group Membership	
Arts	Cllrs Allen, Matthews, Perkins, Piper (Chair), Simms, Skinner, Trow. Non Councillor Sarah Kidd (Chamber of Commerce)
Venues	Cllrs M Adams, Allford, Hendriksen, Piper (Chair)
Neighbourhood Plan	Cllrs M Adams, Allen, Allford, Hodgson, Luker (Chair), Simms, Trow. Non Councillor Chris Watson.
Public Realm	Cllrs Matthews (Chair), Perkins, Piper, Skinner
Cemetery	Cllrs M Adams, Paine, Piper, Simms – (Chair tbc)
Economy	Cllrs Luker, Piper, Price – (Chair tbc)
Climate Emergency	Cllrs Allen, Allford, Hendriksen, Hodgson, Luker, Piper, Price, Webberley – (Chair TBC)
Community Engagement Working Group	Cllrs Webberley (Chair), Luker, Piper, Allen, Allford, Skinner, Hendriksen
Link Councillors	
Cultural	Cllrs M Adams & Allen
Arts	Cllrs Allen, Perkins & Skinner
Elderly and Vulnerable People	Cllr Webberley
Young People/Youth	Cllrs Hodgson, Perkins, Price, Skinner & Webberley
Heritage	Cllr Allen
Open Space, Sports Provision, Leisure	Cllrs Piper, Trow & Webberley
Traffic and Transport	Cllr Luker
Environment and Sustainability	Cllrs Allford, Hodgson, Luker, Matthews & Webberley
Disability	Cllr Webberley
Business and Employment	Cllrs Luker, Price & Simms
Representatives on Outside Bodies	
Totnes Traffic and Transport Forum	Cllr Luker
TADPOOL	Cllr Webberley
Totnes Allotments Association	Cllrs Allen & Hodgson
Vire Twinning Association	Cllr M Adams & Hendriksen
Totnes Municipal Charities and Totnes Bounds Charity	Cllrs M Adams & Paine
KEVICC Foundation Governors	Cllrs M Adams, Price & Webberley
Parish Paths Partnership	Cllr Allen
Totnes Hospital League of Friends	Cllr Allford
Dart Harbour Community Group	Cllr Piper
DALC County Committee	Cllr Hodgson
DALC Larger Councils Committee	VACANCY
Totnes Chamber of Commerce	Cllrs Luker & Simms
Fairtrade	Cllrs Hodgson & Luker
Caring Town	Cllrs Allford & Webberley
Museum Trust	Cllrs Allen & Allford
Network of Wellbeing	Cllrs Allen & Allford
Bridgetown Alive	Cllrs M Adams, Allford, Perkins & Webberley
Daisy and Rainbow Childcare	Cllrs Hodgson & Skinner
Inclusive Totnes	Cllr Webberley
Police and Crime Commissioner Councillor Advocate	Cllr Luker & Simms
Totnes Carnival Committee	Requested additional from Cllr Allford

STRUCTURE



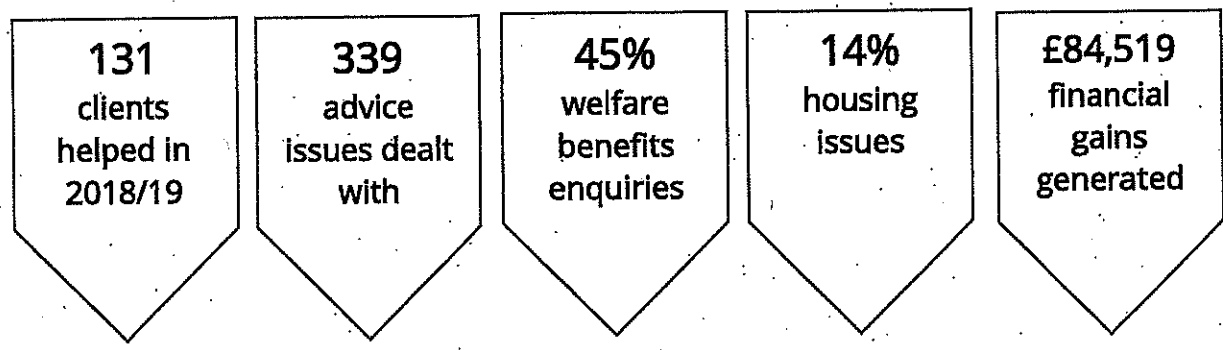


Citizens Advice at the Caring Town Information Exchange

Report to Totnes Town Council

29th May 2019

Headlines



Summary

This project is in its second year and has seen a significant uptake of services over the past 12 months, particularly from those with mobility issues or facing transportation barriers. More than 130 people have accessed the service at the Mansion, seeking help with benefits, debt and housing issues. The number of housing issues presented is significant – almost double what we see in our core service, where around 8% of enquiries are related to housing issues.

One of the aims of the service is to help the Citizens Advice service become more accessible to those with mobility and other issues that would prevent them accessing advice either at Follaton House or by telephone or email. More than 45% of people helped at the Mansion reported a disability or long term health condition. Anecdotally many reported they had not accessed our service before either due to mobility or other factors making the service inaccessible.

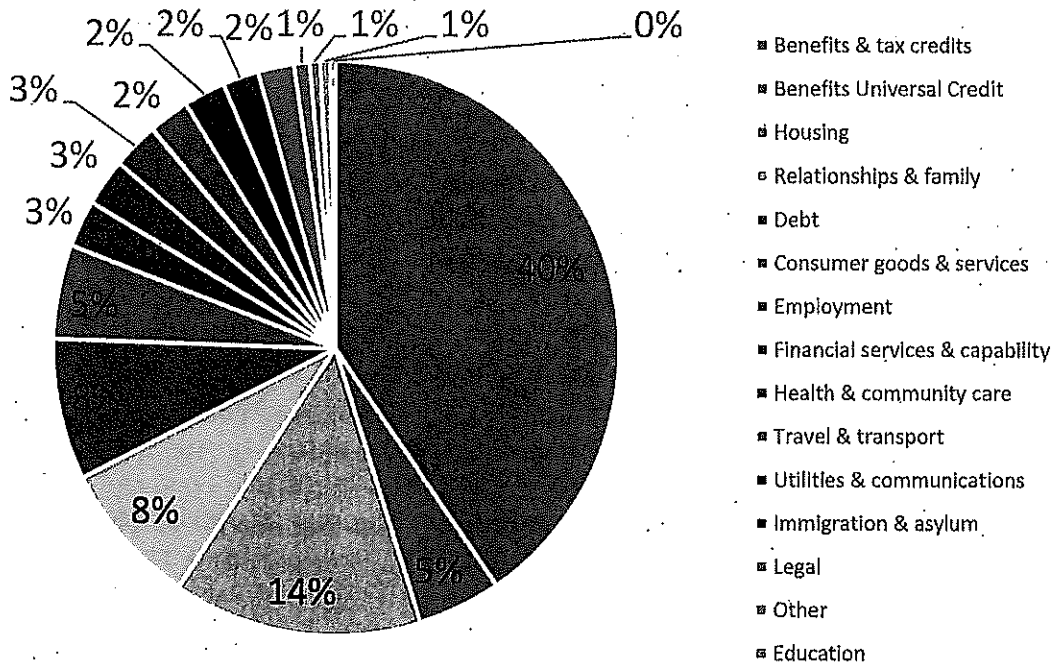
Almost £90,000 of financial gains have been achieved for clients using this service.

Report

The largest enquiry area is welfare benefits, where enquiries have been dominated by PIP assessments as clients with a disability or long term health condition are being forced to make a new claim as they migrate from Disability Living Allowance to Personal Independence Payments.

One in five people using the service presented with a housing issue, ranging from problems with letting agencies or harassment by a landlord to homelessness and/or seeking help to find emergency accommodation. The support provided to two individuals was sufficient that they did not need to make a homelessness application to the Council.

A full breakdown of all enquiries is below, with further detail in the appendix.



Outcomes

When we help clients with a benefits claim, to manage their debt or to resolve other issues we calculate the annual financial benefit to the client. Clients accessing this project during the year have achieved almost £90,000 of financial benefit, which includes a one payment of £2,000 towards funeral costs:

	Income gain	Expenditure reduction	Total
Ongoing annual Benefits / Tax Credit gain	£81,072		£84,519
Child maintenance received	£2,756		
Other	£691		
Reduced charges/costs		£2,152	£5,072
Repayments rescheduled		£2,920	

In addition to the financial benefits captured, 27 clients demonstrated an improved capacity to manage following our intervention.

Case Studies

Jackie was struggling financially and came to ask if there was anything we could do to help. We undertook a benefits check and identified that she was entitled to Pension Credit. Whilst this is only a small amount per month, it unlocks entitlement further benefits. Having been awarded pension credit Jackie now entitled to full council tax reduction and housing benefit to the sum of £6,612 per year.

David was struggling to keep his house warm and to afford his gas and electricity bills. He dropped into the Mansion to see if there was any help available. We rang his utility supplier and helped him switch to a cheaper tariff, saving £135 per year. We identified was eligible for Winter Fuel Payment and helped him complete the paperwork. David was awarded £200 to help with his winter fuel costs.

Chris approached the Mansion service with a number of debts he had been struggling to pay. He said he had not been sleeping for a long time because he had been burying his head in the sand and generally not wanting to dealing with any of them. We were able to help Chris identify his priority debts, negotiate with his creditors, and create an affordable repayment plan. Chris has since been back to let us know he's sleeping better and his overall health and wellbeing has improved.

Appendix

1. Breakdown of issues - all clients helped

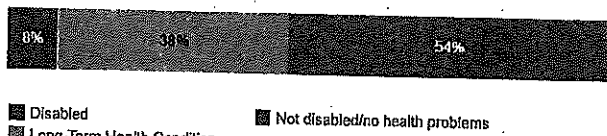
AICPart1	2018-19												Grand Total
	Q1			Q2		Q3			Q4				
	April	May	June	July	August	September	October	November	December	January	February	March	
Benefits & tax credits	8	5	32	26	29	14	5	11	4	7	5	5	137
Benefits Universal Credit			2	1		2		1	4	1	1	1	18
Consumer goods & services	1	3	1	1	7	2							18
Debt	7	6	3	9	1	2		1					27
Discrimination	1									5			1
Education				1									2
Employment			2	5		1	1				1		9
Financial services & capability	3			2	1	1	2						9
Health & community care		2	5	1		1	1						9
Housing	6	3	2	8	5	11	1	7	3	4			48
Immigration & asylum	1	5	2		3	1							7
Legal	1			1									7
Other				8	2	7	2	4		2	1	1	3
Relationships & family	2		1										28
Tax										2			2
Travel & transport	1	1	4	3				2					8
Utilities & communications	5				1					1			8
Grand Total	35	25	56	66	49	42	16	28	12	22	8	8	339

2. Client Profile

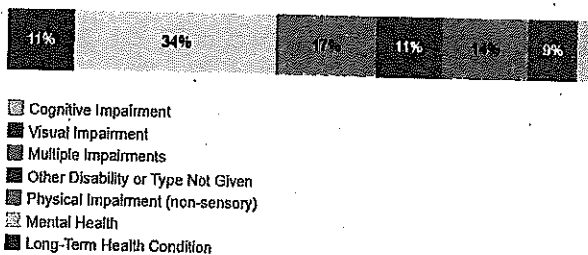
Gender



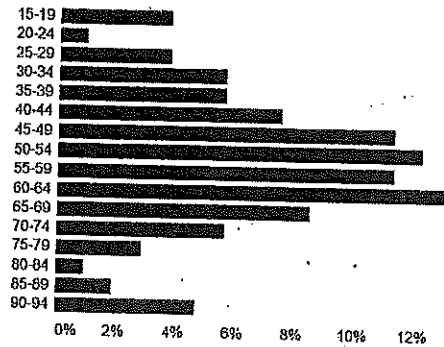
Disabled / Long term health condition



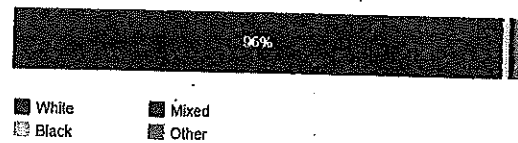
Type of disability (% of disabled clients)



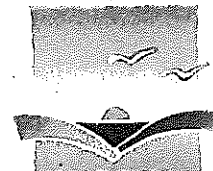
Age



Ethnicity



www.southhams.gov.uk



**South Hams
District Council**

Direct telephone: 01803 861480
E-Mail: angela.endean@swdevon.gov.uk

By email to all Town and Parish Councils

Our ref: Council Tax Support
Grant for 2020-21

6 August 2019

Dear Town and Parish Clerks

Council Tax Support Grant for 2020-21

I am writing to you regarding the Council Tax Support Grant for Town and Parish Councils for 2020-21.

At the Council meeting on 25th July 2019, Members approved the following recommendation:

That the Council consult with all of the Town and Parish Councils within the District on the basis that the District Council is 'minded to' withdraw the Council Tax Support Grant from Town and Parish Councils (with effect from 1 April 2020) by 50% per annum over the next two years, in order to allow time for Town and Parish Councils to plan for the reduction in their budget setting processes.

As background information, following Council Tax Benefit being abolished in 2014, the Government provided financial support for local authorities (Council Tax Support Grant) to assist Town and Parish Councils in dealing with the effects of the benefit changes on their Council Tax Base. This grant has been paid to Town and Parish Councils annually and over the past four years the grant has been reduced by 9.85% per annum, in line with the reduction in the Grant which the District Council has received. As the last Government financial settlement was a four year settlement (from 2016/17 to 2019/20), a four year reduction of 9.85% per annum for the Council Tax Support Grant was agreed with Town and Parish Councils for 2016/17 to 2019/20.

39

As the last Government Spending Review ended in 2019/20, the Council needs to consider the level of Council Tax Support Grant for Town and Parish Councils for 2020/21 onwards. The Council has consulted with other Devon District Councils and they ceased paying the council tax support grant between 2017/18 and 2019/20.

West Devon Borough Council had taken the same approach as South Hams and will also be considering this in their 2020/21 budget setting process.

The Council acknowledges that Parishes and Towns would need to consider increasing their Precepts in 2020/21 in order to absorb the reduction in Council Tax Support Grant and so the Council has raised this at an early stage in the 2020/21 budget setting process. The Council is mindful of the need for the District Council and Town and Parish Councils to work together collaboratively to deliver services to our residents, to effect real change for our communities.

In order to understand the impact on your Precept, Appendix A (attached) shows the levels of Council Tax Support Grant for 2019/20 and the percentage that the grant currently equates to as a percentage of your Precept for 2019/20. The total Council Tax Support Grant paid to all Town and Parish Councils in 2019/20 equated to £74,473.

The Council would be grateful to receive your Town or Parish Council's views on the withdrawal, over two years, of the payment of the Council Tax Support Grant. Appendix B shows the proposed Council Tax Support Grant for 2020/21 and 2021/22.

Please could you respond to this letter by 30th September 2019. These responses will then be considered by the Executive of the Council. If this timescale causes any difficulty, please let me know.

With kind regards,

Yours faithfully

Mrs Angela Endean
Specialist - Accountant
Email: angela.endean@swdevon.gov.uk

South Hams District Council**Council Tax Support Grant as a percentage of the 2019/20 Precept**

<u>Parish/Town</u>	<u>Council Tax Support Grant allocation for 2019/20</u>	<u>Precept 2019/20</u>
	£	£
Ashprington	95	8,500
Aveton Gifford	574	24,550
Berry Pomeroy	430	7,500
Bickleigh	2,201	81,667
Bigbury	160	16,000
Blackawton	435	14,065
Brixton	699	28,301
Buckfastleigh West	70	4,793
Buckland-Tout-Saints	41	4,588
Charleton	144	8,450
Chivelstone	79	5,600
Churchstow	120	8,052
Cornwood	633	18,307
Cornworthy	60	7,500
Dartington	958	29,042
Dartmouth	6,812	323,197
Dean Prior	109	3,791
Diptford	93	9,407
Dittisham	163	11,837
East Allington	460	17,000
East Portlemouth	131	7,600
Ermington	384	26,616
Frogmore & Sherford	315	7,750
Halwell & Moreleigh	152	9,100
Harberton	409	13,291
Harford	16	990
Holbeton	157	10,320
Holne	128	6,762
Ivybridge	16,250	450,806
Kingsbridge	6,871	148,645
Kingston	164	6,500
Kingswear	636	40,253
Littlehempston	81	3,290
Loddiswell	795	28,291
Malborough	612	26,890

**Council Tax
Support Grant
as percentage
of the Precept
2019/20**

%
1.12%
2.34%
5.73%
2.70%
1.00%
3.09%
2.47%
1.46%
0.89%
1.70%
1.41%
1.49%
3.46%
0.80%
3.30%
2.11%
2.88%
0.99%
1.38%
2.71%
1.72%
1.44%
4.06%
1.67%
3.08%
1.62%
1.52%
1.89%
3.60%
4.62%
2.52%
1.58%
2.46%
2.81%
2.28%

Marldon	555	12,693
Modbury	1,027	32,140
Newton & Noss	912	54,604
North Huish	32	2,968
Rattery	177	6,823
Ringmore	59	5,400
Salcombe	1,350	91,350
Shaugh Prior	456	11,684
Slapton	176	9,099
South Brent	2,471	62,479
South Huish	54	8,619
South Milton	134	4,366
South Pool	60	6,090
Sparkwell	549	10,263
Staverton	382	16,657
Stoke Fleming	493	17,503
Stoke Gabriel	513	24,487
Stokenham	920	40,760
Strete	277	12,000
Thurlestone	302	19,863
Totnes	20,040	494,000
Ugborough	497	22,500
Wembury	370	31,000
West Alvington	174	5,743
Woodleigh	7	500
Yealmpton	1,049	41,000
	74,473	2,463,842

4.37%
3.20%
1.67%
1.08%
2.59%
1.09%
1.48%
3.90%
1.93%
3.95%
0.63%
3.07%
0.99%
5.35%
2.29%
2.82%
2.09%
2.26%
2.31%
1.52%
4.06%
2.21%
1.19%
3.03%
1.40%
2.56%
3.02%

South Hams District CouncilReduction in Council Tax Support Grant in 2020/21 & 2021/22

<u>Parish/Town</u>	<u>Council Tax Support Grant allocation for 2019/20</u>	<u>Grant Reduction of 50%</u>
	£	
Ashprington	95	48
Aveton Gifford	574	287
Berry Pomeroy	430	215
Bickleigh	2,201	1,101
Bigbury	160	80
Blackawton	435	218
Brixton	699	350
Buckfastleigh West	70	35
Buckland-Tout-Saints	41	21
Charleton	144	72
Chivelstone	79	40
Churchstow	120	60
Cornwood	633	317
Cornworthy	60	30
Dartington	958	479
Dartmouth	6,812	3,406
Dean Prior	109	55
Diptford	93	47
Dittisham	163	82
East Allington	460	230
East Portlemouth	131	66
Ermington	384	192
Frogmore & Sherford	315	158
Halwell & Moreleigh	152	76
Harberton	409	205
Harford	16	8
Holbeton	157	79
Holne	128	64
Ivybridge	16,250	8,125
Kingsbridge	6,871	3,436
Kingston	164	82
Kingswear	636	318
Littlehempston	81	41
Loddiswell	795	398
Malborough	612	306

Proposed Council Tax Support Grant allocation for 2020/21	Grant Reduction for 2021/22	Proposed Council Tax Support Grant allocation for 2021/22
£		£
47	47	0
287	287	0
215	215	0
1,100	1,100	0
80	80	0
217	217	0
349	349	0
35	35	0
20	20	0
72	72	0
39	39	0
60	60	0
316	316	0
30	30	0
479	479	0
3,406	3,406	0
54	54	0
46	46	0
81	81	0
230	230	0
65	65	0
192	192	0
157	157	0
76	76	0
204	204	0
8	8	0
78	78	0
64	64	0
8,125	8,125	0
3,435	3,435	0
82	82	0
318	318	0
40	40	0
397	397	0
306	306	0

Marldon	555	278
Modbury	1,027	514
Newton & Noss	912	456
North Huish	32	16
Rattery	177	89
Ringmore	59	30
Salcombe	1,350	675
Shaugh Prior	456	228
Slapton	176	88
South Brent	2,471	1,236
South Huish	54	27
South Milton	134	67
South Pool	60	30
Sparkwell	549	275
Staverton	382	191
Stoke Fleming	493	247
Stoke Gabriel	513	257
Stokenham	920	460
Strete	277	139
Thurlestone	302	151
Totnes	20,040	10,020
Ugborough	497	249
Wembury	370	185
West Alvington	174	87
Woodleigh	7	4
Yealmpton	1,049	525
	74,473	37,251

277	277	0
513	513	0
456	456	0
16	16	0
88	88	0
29	29	0
675	675	0
228	228	0
88	88	0
1,235	1,235	0
27	27	0
67	67	0
30	30	0
274	274	0
191	191	0
246	246	0
256	256	0
460	460	0
138	138	0
151	151	0
10,020	10,020	0
248	248	0
185	185	0
87	87	0
3	3	0
524	524	0
37,222	37,222	0

I have attached documents which I would be grateful if you could place on your website, forward to any interested organisations and groups (parish magazine etc) and display on noticeboards in the area.
Here is a summary of the review.

COMMENCEMENT OF REVIEW OF POLLING DISTRICT/POLLING PLACES

Review of Polling Districts and Polling Places

The Representation of the People Act 1983, Schedule A1
The Electoral Registration and Administration Act 2006, and the Review of Polling District & Polling Places (Parliamentary Elections) Regulations 2006.
South Hams District Council are required by law to carry out a review of the polling districts and polling places in the South Hams every 5 years.

The purpose of the review is to ensure that all polling districts and polling places are, as far as possible, suitable and accessible to all voters. We welcome comments from any person or organisation wishing to make a representation in respect of the arrangement of polling districts and polling places within the South Hams District Council boundary; or concerning the accessibility of polling stations wherever possible giving alternative suitable places that may be used. We would also like to hear from those people who are happy with their polling station as well as those who are not in order to have a balanced view to consider.

Polling districts

The Council is responsible for dividing its area into polling districts for the purpose of United Kingdom Parliamentary elections. The arrangements made for these elections are also used at all other elections and referendums. When designating polling districts, we seek to ensure that all the electors have such reasonable facilities for voting as far as practicable.

Polling places

The polling place is the geographical area in which the polling station is situated. It is common practice to define each polling district as the polling place, rather than designating a particular building, which allows some flexibility.

Polling stations

The polling station is the physical place in which polling takes place. The (Acting) Returning Officer decides on the location of the polling stations.

Steps for this review

Formal commencement of the review starts on Monday 12 August and will be on the website by that date.
We will publish the comments from the (Acting) Returning Officers as soon as they are received.

ITEM

14

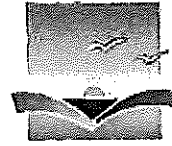
There will be a public consultation period commencing on the 12 August, 2019 which will end on the 20th September, 2019. We will consider the representations received and publish draft proposals and have a second consultation period in October.

The final recommendations will be considered by South Hams District Council in November 2019.

Kind regards,

Elizabeth Tucker

Senior Specialist Electoral Services South Hams District Council



SOUTH HAMS DISTRICT COUNCIL

Representation of the People Act 1983

POLLING DISTRICT AND POLLING PLACES REVIEW

NOTICE IS HEREBY GIVEN that in accordance with Section 18c of the Representation of the People Act, as amended by Section 16 of the Electoral Administration Acts 2006 and 2013, the District Council is conducting a review of Polling Districts and Polling Places.

The opportunity will also be taken to review polling stations. A list of existing polling stations is available to view at the Electoral Services Office (01803) 861419 or at www.southhams.gov.uk

Any person or organisation wishing to make a representation in respect of the arrangement of polling districts and polling places within the South Hams District Council boundary; or concerning the accessibility of polling stations, must write (wherever possible giving alternative suitable places that may be used as polling places) to:-

The Electoral Services Office, Follaton House, Plymouth Road, Totnes, TQ9 5NE or email elections@southhams.gov.uk

The closing date for submissions is 20 September 2019.

The Acting Returning Officers will make a comment on proposed polling stations and these will be published within 30 days of receipt. Further comments may be made at this stage.

The Council will decide on the final polling arrangements at its meeting in November.

Any submissions received will form part of the review process and will be published upon completion of the review.

Sophie Hosking

Chief Executive South Hams District Council

Dated: 12 August 2019

Things to Consider When Choosing a Polling Station

Consider the location of the polling place:

- is it located close to where most of the electors in the polling district live?
- is it at the top or bottom of a steep hill?
- does it have suitable access from a road?
- if there is a pavement, does it have a dropped kerb close by?
- are there any convenient public transport links?

Availability of parking:

- are there adequate parking facilities close to the entrance of the building?
- if not, is there anywhere close by that could be used for parking just on polling day?
- how far do electors have to walk from the car park to the polling station?
- is there a designated disabled parking space, or could one be provided?
- is there a dropped kerb from the parking area to the polling station?

All approaches should:

- have a hard, smooth, nonslip surface, without steps, potholes, broken slabs, etc. – gravelled surfaces can present difficulties to wheelchair and buggy users;
- not have any severe gradients; and
- be well lit. The polling hours are up to 10pm at night so adequate outside lighting must be available.

Entrance:

- does the building have a level entrance?
- are there any steps to the entrance of the building?
- are the stairs highlighted in any way?
- is there a handrail by the steps?
- is a permanent ramp provided?
- if not, could a temporary ramp with a suitable gradient be provided safely, or is there another entrance which people with disabilities or other electors could use?

- is the door wide enough for a wheelchair user to gain access?
- how heavy are the doors for a frail or elderly person to open? Would they need to be propped open?

Inside the building:

- are there any internal steps or barriers for electors to negotiate?
- are doormats level with the floor? If not, can they be removed?
- are there any other trip hazards?
- is there a suitable non-slip floor covering? Would it become slippery when wet?
- are there any corridors which may be difficult to negotiate for any electors using wheelchairs or those who find walking difficult?
- in terms of the layout of polling equipment in the room to be used as a polling station, is there enough space in the room for staff, polling equipment and a number of electors, including a wheelchair user?
- is there adequate lighting in the room? Switch on all the lights available to test this;
- is there any need for additional lighting?
- moveable mats, heavy curtains trailing on the floor, a mix of carpet and wooden flooring with edging lips in between, and highly polished floors can all be potential hazards. If the premises has any of these features, can anything be done to remove or improve them?

Another key factor to consider when assessing the suitability of a particular building or location is the facilities available to polling station staff. It must not be overlooked that the staff will be on duty for approximately sixteen hours, and that they will not be permitted to leave the premises. Their basic human needs must not be discounted. Issues to consider include the provision of:

- adequate toilet facilities;
- a kitchen, or at a minimum, access to tea and coffee making facilities;
- adequate heating/cooling; Electric meters? Coinage required?
- a telephone;
- comfortable adult chairs and a table.

**DISTRICT OF SOUTH HAMS –
REVIEW OF POLLING DISTRICTS AND POLLING PLACES**

RETURNING OFFICER'S COMMENTS

As Returning Officer for South Hams District Council and Acting Returning Officer for the Totnes Constituency, I have noted that the Council is undertaking a review of the Polling Districts and Polling Places and I have the following comments to make with regard to polling stations:

SOUTH WEST DEVON CONSTITUENCY

POLLING DISTRICT	Polling Station ELECTORATE May 2019	EXISTING POLLING STATION	PROPOSAL – Comments/Suggestions Sought.
LAA Aveton Gifford	637	Memorial Hall, Aveton Gifford, Kingsbridge Devon	No Change
LAB Bickleigh	556	Recreation Hall, Roborough, Plymouth Devon	No Change
LAC Woolwell	1972	The Woolwell Centre, Darklake Lane, Woolwell, Plymouth	No Change
LAD Bigbury	249	Memorial Hall, St. Ann's Chapel, Bigbury, Kingsbridge, Devon	No Change
LAE Bigbury on Sea	112	Korniloff Res. Home, Warren Road, Bigbury-on-Sea, Kingsbridge, Devon, TQ7 4AZ	Korniloff for sale. No suitable alternative. Recommend relocating to Memorial Hall, St. Ann's Chapel, Bigbury. Polling District to be combined with Bigbury as same District Ward and Parish Council.
LAF Brixton	1254	Community Room, Brixton St Mary's, Voluntary Primary School, Elliotts Hill, Brixton	No Change
LAG Cornwood	768	Village Hall, School Lane, Cornwood, Ivybridge	No Change
LAH Ermington	574	Ermington Primary School, Lodge Annex, School Road, Ermington, Ivybridge, Devon PL21 9NH	No Change. No suitable alternative. Suggestions invited (see criteria for polling station document). Already considered the Reading Rooms, The Crooked Spire Public House, the Church and The First and Last Bistro.

LAI Harford	63	Tearoom Lukesland House, Harford	No Change.
LAJ Holbeton	429	Village Hall, Holbeton, Plymouth, Devon	No Change.
LAK Ivybridge Filham	3122	Stowford Primary School, Exeter Road, Ivybridge	Proposed change to Ivybridge Leisure Centre to join other Ivybridge East electors and to avoid disruption to school.
LAL1 Ivybridge Central	1177	Ivybridge Leisure Centre, Ivybridge, Devon	No Change.
LAL2 Ivybridge	400	Ivybridge Leisure Centre, Ivybridge, Devon	Amalgamate all polling districts in Ivybridge East Ward bringing electors from Stowford School into the Leisure Centre
LAM Ivybridge Woodlands	2895	Woodlands Park, Primary School, Abbot Road, Ivybridge	No Change
LAN Kingston	263	Reading Room, Kingston, Kingsbridge Devon	No Change
LAO Modbury	1225	Memorial Hall, Back Street, Modbury, Ivybridge Devon	No Change
LAP Newton Ferrers	849	W.I. Community Hall, Newton Ferrers, Plymouth Devon	No Change
LAQ Noss Mayo	344	Village Hall, Noss Mayo, Plymouth Devon	No Change
LAR Ringmore	146	Women's Institute, Ringmore, Kingsbridge Devon	No Change
LAS / LAT Shaugh Prior/Wotter	407	Recreation Hall, Shaugh Prior, Plymouth, Devon	No Change
LAU Lee Moor	190	Public Hall, Lee Moor, Plymouth Devon	No Change
LAV Sparkwell	456	Parish Hall, Sparkwell, Plymouth Devon	No Change
LAW Lee Mill	466	Congregational Chapel, Lee Mill, Ivybridge, Devon	No. Change. No suitable alternative at the moment but new village hall may be built in the future.

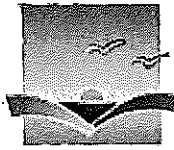
LAX Ugborough	437	Village Hall, Ugborough, Ivybridge Devon	No Change
LAY1 & LAY2 Ugborough Bittaford	980	Bittaford Community Hall, Jubilee Terrace, Bittaford, Ivybridge	No Change
LAZ Wembury	1433	War Memorial Village Hall, Barton Close, Wembury, Plymouth	No Change.

LBA Wembury Down. Thomas	629	Silver Jubilee Hall, Down Thomas, Plymouth Devon	No Change
LBB Yealmpton	1531	Yealmpton Community and Resource Centre, Stray Park, Yealmpton, Plymouth, Devon	No Change
TOTNES CONSTITUENCY			
POLLING DISTRICT	ELECTORATE	EXISTING POLLING STATION	PROPOSAL
SAA/SAB Ashprington/ Tuckenhay	311	Village Hall, Ashprington, Totnes	No Change.
SAC Berry Pomeroy Bridgetown	427	Lower Weston, Community Hall, Hope Close, Totnes	No Change. No suitable alternative accommodation.
SAD Berry Pomeroy	282	Village Hall, Berry Pomeroy, Totnes Devon	No Change. No suitable alternative accommodation.
SAE Blackawton	543	Village Hall, Blackawton, Totnes, Devon	No Change
SAF Buckfastleigh West	231	Village Hall, Scoriton, Buckfastleigh, Devon	No Change
SAG Buckland-Tout-Saints	120	Ledstone Farm, Ledstone, Kingsbridge Devon	No suitable access. No alternative accommodation in Buckland Tout Saints. Possible change to East Allington Parish Hall as the nearest suitable alternative accommodation. Comments/suggestions welcomed.
SAH Charleton	366	Village Hall, West Charleton, Kingsbridge, Devon	No Change
SAI Chivelstone	196	Chivelstone Parish, Community Hall, East Prawle, Kingsbridge	No Change
SAJ Churchstow	373	Church Hall, Pump Lane, Churchstow, Kingsbridge, Devon	No Change
SAK Cornworthy	245	Village Hall, Cornworthy, Totnes Devon	No Change
SAL Dartington	1388	Village Hall, Dartington, Totnes Devon	No Change. No suitable alternative accommodation.
SAM/SAN/SAO Dartmouth Clifton	1986	Guildhall, Dartmouth Devon	No Change
SAP Dartmouth Townstal	1506	Baptist Church Hall, Carey Road, Dartmouth	No Change
SAQ Dean Prior	150	Village Hall, Dean Prior, Buckfastleigh Devon	No Change

SAR Diptford	388	Diptford Parish Hall, Diptford, Totnes Devon	No Change
SAS Dittisham	280	Parish Hall, Dittisham, Dartmouth Devon	No Change
SAT East Allington	529	Parish Hall, East Allington, Totnes Devon	No Change
SAU East Portlemouth	106	Village Hall, East Portlemouth, Salcombe Devon	No Change
SAV Frogmore	233	Village Hall, Appletree Close, Frogmore, Kingsbridge Devon	No Change
SAW Sherford	94	Village Hall, Sherford, Kingsbridge Devon	No Change
SAX Halwell & Moreleigh	337	Village Hall, Moreleigh, Totnes, Devon	No Change
SAY Harberton	498	Harberton Parish Hall, Tristford Road, Harberton	No Change
SAZ Harbertonford	462	Village Hall, Harbertonford, Totnes Devon	No Change
SBA Holne	198	Village Hall, Holne, Newton Abbot	No Change
SBB Kingsbridge East	1302	Kingsbridge & District Rest Centre, Adj. Quay House, The Quay, Kingsbridge, Devon	No Change
SBC Kingsbridge North	1497	Methodist Church Hall, Fore Street, Kingsbridge	No Change
SBD Kingsbridge Westville	958	Age Concern, Adjacent Quay House, The Quay, Kingsbridge	No Change
SBE Kingswear Hillhead	390	Raddicombe Lodge, Kingswear Road, TQ5 0EX	Up for sale – steps up to property. Alternative accommodation sought – suggestions invited
SBF Kingswear	366	Village Hall, Kingswear, Dartmouth Devon	No Change. No suitable alternative accommodation.
SBG Littlehempston	182	St John's Church, Littlehempston, Totnes, Devon, TQ9 6LU	No Change.
SBH Loddiswell	790	Village Hall , Loddiswell, Kingsbridge Devon	No Change

SBI Malborough	695	The Annexe, Village Hall, Malborough	No Change
SBJ Marldon	1543	Marldon Village Hall, Marldon, Paignton, Devon	No Change
SBK North Huish	339	Church Vestry, St. James Church, Avonwick, Totnes, Devon	Not suitable – no toilet facilities and electricity limited. No disabled access or mobile phone signal. Alternative accommodation sought. Avon Inn approached but no response to date. If no suitable alternative property then possibly locate to South Brent as the majority of people migrate towards schools, doctors and shops in this area. Comments/suggestions invited.
SBL Rattery	348	Village Hall, Rattery, South Brent Devon	No Change
SBM Salcombe	1090	Holy Trinity Church, Church Street, Salcombe	No Change
SBN Slapton	352	Village Hall, Slapton, Kingsbridge Devon	No Change
SBO South Brent (Brentmoor)	190	Village Hall, Station Approach, South Brent	No Change
SBP South Brent (Village)	1774	Methodist Church Hall, South Brent, Devon	No Change
SBQ South Huish	302	Hope & Galmpton, Village Hall, Galmpton, Kingsbridge, Devon	No Change
SBR South Milton	293	Village Hall, South Milton, Kingsbridge Devon	No Change
SBS South Pool	107	Church Hall, South Pool, Kingsbridge Devon	No Change
SBT Staverton	515	Victory Hall, Landscope, Ashburton, Newton Abbot	No Change
SBU Stoke Fleming	796	The Meeting Room, Village Hall, Stoke Fleming, Dartmouth Devon	No Change
SBV Stoke Gabriel	904	Village Hall, Stoke Gabriel, Totnes Devon	No Change
SBW Stokenham	386	The Meeting Room, Parish Hall, Stokenham, Kingsbridge Devon	No Change

SBX Stokenham (Chillington)	826	Village Hall, Tanpits Lane, Chillington, Kingsbridge, Devon	No Change
SBY Stokenham (Huccombe)	246	St Andrew's Church, Beesands	Not suitable. No toilet facilities or disabled access. No mobile signal. Propose relocate to Village Hall Stokenham which is in the same parish, is already used as a polling station and is the nearest most suitable alternative accommodation available. Suggestions invited.
SBZ Strete	317	Parish Hall, Strete, Dartmouth Devon	No Change
SCA/SCB Thurlestone/Bantham	571	Parish Hall, Thurlestone, Kingsbridge Devon	No Change
SCC Totnes Bridgetown West	413	Ariel Reception, King Edward VI Community College, Redworth Upper College Site, Ashburton Road, Totnes	No Change
SCD Totnes Bridgetown	1845	St. John's Church Hall, Bridgetown, Totnes, Devon	No Change
SCE Totnes Central	1125	The Civic Hall, Totnes Devon	No Change
SCF Totnes West	1232	Follaton House, Plymouth Road, Totnes Devon	No Change
SCG Totnes Riverside	952	Methodist Church Hall, Fore Street, Totnes, Devon	Same District Ward and Town Ward as voters at Civic Hall, Totnes – due to parking restrictions and security of the ballot - propose combining with Civic Hall and create a double station.
SCH West Alvington	402	Village Hall, West Alvington, Kingsbridge Devon	No Change
SCI Woodleigh	124	St Marys Church, Woodleigh, Kingsbridge Devon	Not suitable. The church has no toilet facilities and access for disabled is poor. Woodleigh is not a Parish Council and is within the Loddiswell and Aveton Gifford District Ward. Propose to use Loddiswell Village Hall as the nearest most suitable alternative accommodation available. Comments/suggestions invited.



REVIEW OF POLLING DISTRICTS AND POLLING PLACES

To assist any interested party who may wish to make representations, the Council has put together the following information.

Definitions

a) Parliamentary Constituency

The area designated by the Boundary Commission which is represented by a Member of Parliament (MP) in the House of Commons. This cannot be changed by the review – it is only the division of the constituency into polling districts and places that is covered by this review.

b) Wards

The District is divided into areas known as "Wards" which are represented by District Ward Councillors. Ward boundaries cannot be changed by this review – it is the division of wards into polling districts and polling places that is covered by this review.

c) Polling Districts

A polling district is the area created by the separation of a ward into smaller parts, within which a polling place can be determined which is most suitable for the electors.

d) Polling Places

A polling place is the area or building in which the number of polling stations will be selected by the (Acting) Returning Officer.

e) Polling Station

A polling station is the room or area in which voting takes place. This must be located within the polling place that has been designated for the particular polling district. The number of polling stations to be accommodated within a polling place is the decision of the (Acting) Returning Officer for the election.

Timetable for the Review

The Council is required to publish a notice of the holding of a review. This Notice has been published at Follaton House, Plymouth Road, Totnes and on the Council's website www.southhams.gov.uk. Copies of the notice have also been sent to Town and Parish Clerks for display. The timetable for the review is set out below:

Publication of notice and consultation document	12 August 2019
Closing date for representations	20 September 2019
Consideration of all representations	23 – 27 September 2019
Publication of draft Polling District Places Order	30 September 2019
Publication of draft schedule of polling stations	30 September 2019

Additional period for comment	01 October – 18 October 2019
Report to Full Council	November 2019
Completion of review and Publication of final Polling District Places Order	By 29 November 2019

Criteria for Polling Places and Polling Districts

The Electoral Commission has set out guidance to assist in assessing the current arrangements and any proposals for change. As part of the assessment of the suitability of polling district boundaries, the following should be considered:

- Are the boundaries well defined? For example, do they follow the natural boundaries of the areas? If not, is it clear which properties belong in the polling district?
- Are there suitable transport links within the polling district, and how do they relate to the areas of the district that are most highly populated? Are there any obstacles to voters crossing the current polling district and reaching the polling place e.g. steep hills, impassable major roads, railway lines, rivers? There are also a number of factors that must be considered when reviewing existing polling places or assessing new polling places, including:
 - The location: is it reasonably accessible within the polling district? Does it avoid barriers for the voter such as steep hills, major roads, rivers, etc.? Are there any convenient transport links?
 - Size: if required, can the polling place accommodate more than one polling station? If multiple polling stations are required, is the polling place ample enough to accommodate all voters going into and out of the polling stations, even where there is a high turnout?
 - Suitability: is the building readily available in the event of any unscheduled elections? Is there any possibility that the building may be demolished as part of a new development? Is the building accessible to all those entitled to attend the polling place?

The Electoral Commission recognises that the choice of polling station will often be a balance between the quality of the building, in terms of access and facilities, and the proximity of the building to the electors it is intended to serve; and that there may be circumstances where the polling place might fall wholly or partly outside the polling district because suitable alternatives are not available in the relevant area.

Although it is Council policy to avoid the use of schools where possible, there may be locations where there are no other suitable premises in the area. For the purposes of elections, the (Acting) Returning Officer is entitled to use free of charge, subject to covering the cost of heating, lighting and caretaking charges, schools maintained or assisted by a local authority as well as those schools that receive

grants made up of monies provided by Parliament. In conducting this review, it is proposed that, in order to minimise the risk of long queues at a polling station, as far as possible, that no more than 2500 voters should be assigned to a polling station for local elections. It should be noted that the number of postal voters in each polling district is a relevant consideration in this regard. In all circumstances, consideration is given to whether a polling place is capable of accommodating more than one polling station, if necessary.

Presiding Officers are encouraged to make comments and observations regarding the suitability of polling stations to which they are allocated and Polling Station Inspectors visited all polling stations during the recent elections in May 2014. Any comments will be taken into account when conducting the review.

The Role of the (Acting) Returning Officer

Whilst it is for the Council to decide on the creation of polling districts and the location of polling places, it is for the (Acting) Returning Officer to decide how many polling stations are required for each polling place. The (Acting) Returning Officer must allocate electors to the polling stations in such manner as he or she thinks most conducive to the smooth running of polling day. The Council must consult the (Acting) Returning Officer as part of the review and the (Acting) Returning Officer must comment during any review on both the existing polling places and polling stations; and on any proposed changes.

Other representations

The Council is also required to seek representations from those with expertise in relation to access to premises and facilities for disabled people. Such persons must be given the opportunity to comment on the representations made by the (Acting) Returning Officer. Election candidates and agents, political parties and members of the Council will also be notified of the review.

Summary of Consultees

Any elector in the Constituency may make representations on the designation of polling districts or places. In addition, the Council has notified the following groups/individuals about the review:

- The (Acting) Returning Officer for South West Devon
- The Member of Parliament for Totnes
- The Member of Parliament for South West Devon
- South Hams District Councillors
- Devon County Councillors representing divisions within the South Hams area
- South Hams Town and Parish Councils
- Scope
- Royal National Institute of Blind People (RNIB)
- Registered Political Parties who regularly field candidates at elections in South Hams
- Living Options Devon
- Mencap
- Action for Blind People

Completion of the review

After considering all of the representations, a draft Polling District Places Order will be produced and published for public comment. Once comments have been considered a report will be presented to the Council in November 2019. The revised Polling District Places Order must be approved and published by 31 January 2020 however it is the Council's aim to complete all processes before publishing the revised electoral register on 1 December 2019.

The following information will be published on the Council's website and made available, on request, at Follaton House, Plymouth Road, Totnes:

- all correspondence sent to the Chief Executive and Returning Officer in connection with the review
- all representations made by any group or person in connection with the review
- proposals for the designations of polling districts and polling places
- details of the actual designations of polling districts and polling places agreed as a result of the review

Challenging the Review

Although the Electoral Commission has no initial role in the review process itself, it does have an important role in respect of considering representations and observations that a Council has failed to conduct a proper review on one of two grounds:

1. that the Council has failed to meet the reasonable requirements of the electors in the constituency, or a body of them (i.e. the reasonable requirements of a particular area of the authority have not been satisfactorily met); or
2. that the Council has failed to take sufficient account of the accessibility to disabled persons of polling stations within a designated polling place. Representations based on any other grounds will not be considered by the Commission.

All representations made to the Commission must be made in writing either by post or email and should include the location and any other relevant information, stating specifically why it is inaccessible or does not meet the reasonable requirements of the electors.

Who may make a representation to the Electoral Commission?

Section 18D (1) of the Representation of the People Act 1983, sets out who may make representations to the Electoral Commission namely;

- not less than thirty registered electors in the constituency (although electors registered anonymously cannot make a representation)

- a person (except the (Acting) Returning Officer) who made representations to the council when the review was being undertaken
- any person who is not an elector within the constituency but who the Electoral Commission feels has sufficient interest in the accessibility of disabled persons in the areas or has particular expertise in relation to the access to premises or facilities of disabled persons

The (Acting) Returning Officer is entitled to make observations on any representations made to the Commission.

What will the Electoral Commission do?

The Electoral Commission is required to consider any representations and observations and may direct the relevant council to make any alterations it sees necessary to the polling places designated by the review. Should a Council fail to make the alterations within two months of the direction being given, the Commission may make the alterations itself.

Proposals

Set out in Appendix A are details of current polling districts and polling places for the Totnes and South West Devon Parliamentary Constituencies.

Each polling district is given a three letter code, i.e. LAA. Polling district codes beginning with an 'L' form the South West Devon Parliamentary Constituency and polling districts beginning with an 'S' form part of the Totnes Parliamentary Constituency.

Set out in Appendix B are details of the polling stations used at the May 2019 elections with details of the total electorate allocated to each polling station for the European Election.

A full review of South Hams polling places was last conducted in 2014.

Representations

Any persons wishing to make comments or representations regarding the proposals may do so. Any representations you wish to make should be **received by close of business (5pm) on 20 September 2019**

All representations must be made in writing either by post or by email. Representations by post should be sent to:

Electoral Services
 South Hams District Council
 Follaton House
 Plymouth Road
 Totnes
 TQ9 5NE

Representations by e-mail should be sent to:

elections@southhams.gov.uk

For any queries, please telephone the Electoral Services helpline on 01803 861434.
All representations will be published on the Council's website.

The final decision will be taken by members of the Council in November 2019.

Any changes will become effective at all elections held after 1 December.

**CURRENT SCHEDULE OF POLLING DISTRICTS/POLLING PLACES
SOUTH WEST DEVON & TOTNES CONSTITUENCY**

APPENDIX A

(being that part of the District of South Hams in the South West Devon & Totnes Constituencies)

SOUTH WEST DEVON CONSTITUENCY

POLLING DISTRICTS	PARISHES AND OTHER PLACES WITHIN THE POLLING DISTRICTS	POLLING PLACES
LAA AVETON GIFFORD	Aveton Gifford	Aveton Gifford
LAB BICKLEIGH	Bickleigh (excluding that part in the Bickleigh (Woolwell) Polling District)	Roborough
LAC BICKLEIGH (Woolwell)	Bickleigh (excluding that part in the Bickleigh Polling District)	Woolwell
LAD BIGBURY	Bigbury (excluding that part in the Bigbury-On-Sea Polling District)	Bigbury
LAE BIGBURY-ON-SEA	Bigbury (excluding that part in the Bigbury Polling District)	Bigbury-on-Sea
LAF BRIXTON	Brixton	Brixton
LAG CORNWOOD	Cornwood	Cornwood
LAH ERMINGTON	Ermington	Ermington
LAI HARFORD	Harford	Harford
LAJ HOLBETON	Holbeton	Holbeton
LAK IVYBRIDGE (Filham)	Ivybridge (that part of Ivybridge East Parish Ward not within the Ivybridge East polling district)	Ivybridge (Filham)
LAL1 IVYBRIDGE (Ivybridge West)	Ivybridge (that part of Ivybridge West Parish Ward not within the Ivybridge (Woodlands) polling district)	Ivybridge
LAL2 IVYBRIDGE (Ivybridge East)	Ivybridge (that part of Ivybridge East Parish Ward not within the Ivybridge (Filham) polling district)	Ivybridge
LAM IVYBRIDGE (Woodlands)	Ivybridge (that part of Ivybridge West Parish Ward not within the Ivybridge west polling district)	Ivybridge (Woodlands)
LAN KINGSTON	Kingston	Kingston
LAO MODBURY	Modbury	Modbury
LAP NEWTON AND NOSS (Newton Ferrers)	Newton and Noss (excluding that part in the Newton and Noss (Noss Mayo) Polling District)	Newton Ferrers

**CURRENT SCHEDULE OF POLLING DISTRICTS/POLLING PLACES
SOUTH WEST DEVON & TOTNES CONSTITUENCY**

APPENDIX A

(being that part of the District of South Hams in the South West Devon & Totnes Constituencies)

POLLING DISTRICT	PARISHES AND OTHER PLACES WITHIN THE POLLING DISTRICTS	POLLING DISTRICT
LAR RINGMORE	Ringmore	Ringmore
LAS SHAUGH PRIOR	Shaugh Prior (excluding those parts in the Shaugh Prior (Wotter) and Shaugh Prior (Lee Moor) Polling Districts)	Shaugh Prior
LAT SHAUGH PRIOR (Wotter)	Shaugh Prior (excluding those parts in the Shaugh Prior and Shaugh Prior (Lee Moor) Polling Districts)	Shaugh Prior
LAU SHAUGH PRIOR (Lee Moor)	Shaugh Prior (excluding those parts in the Shaugh Prior and Shaugh Prior (Wotter) Polling Districts)	Lee Moor
LAV SPARKWELL (Sparkwell)	Sparkwell (excluding that part in the Sparkwell (Lee Mill) Polling District)	Sparkwell
LAW SPARKWELL (Lee Mill)	Sparkwell (excluding that part in the Sparkwell (Sparkwell) Polling District)	Lee Mill
LAX UGBOROUGH (Ugborough)	Ugborough (excluding that part in the Ugborough (Bittaford) and Ugborough (Ivybridge East) Polling Districts)	Ugborough
LAY1 UGBOROUGH (Ivybridge East)	Ugborough (excluding that part in the Ugborough (Bittaford and Ugborough) Polling Districts)	Bittaford
LAY2 UGBOROUGH (Bittaford)	Ugborough (excluding that part in the Ugborough (Ugborough) and Ugborough (Ivybridge East) Polling Districts)	Bittaford
LAZ WEMBURY (Wembury)	Wembury Parish Ward	Wembury
LBA WEMBURY (Down Thomas)	Down Thomas Parish Ward	Down Thomas
LBB YEALMPTON	Yealmpton	Yealmpton

**CURRENT SCHEDULE OF POLLING DISTRICTS/POLLING PLACES
SOUTH WEST DEVON & TOTNES CONSTITUENCY**
(being that part of the District of South Hams in the South West Devon & Totnes Constituencies)

TOTNES CONSTITUENCY

POLLING DISTRICTS	PARISHES AND OTHER PLACES WITHIN THE POLLING DISTRICTS	POLLING PLACES
SAA ASHRINGTON	Ashington (excluding that part in the Ashington (Tuckenhay) Polling District)	Ashington
SAB ASHRINGTON (Tuckenhay)	Ashington (excluding that part in the Ashington Polling District)	Ashington
SAC BERRY POMEROY (Bridgetown)	Berry Pomeroy Bridgetown Parish Ward	Berry Pomeroy
SAD BERRY POMEROY	Berry Pomeroy Village Parish Ward	Berry Pomeroy
SAE BLACKAWTON	Blackawton	Blackawton
SAB BUCKFASTLEIGH WEST	Buckfastleigh West	Scoriton
SAG BUCKLAND TOUT SAINTS	Buckland Tout Saints	Ledstone
SAH CHARLETON	Charleton	West Charleton
SAI CHIVELSTONE	Chivelstone	East Prawle
SAJ CHURCHSTOW	Churchstow	Churchstow
SAK CORNWORTHY	Cornworthy	Cornworthy
SAL DARTINGTON	Dartington	Dartington
SAM DARTMOUTH CLIFTON (North)	Dartmouth Clifton Parish Ward (excluding those parts in Dartmouth Clifton (Central) and Dartmouth Clifton (South) Polling Districts)	Dartmouth
SAN DARTMOUTH CLIFTON (Central)	Dartmouth Clifton Parish Ward (excluding those parts in Dartmouth Clifton (North) and Dartmouth Clifton (South) Polling Districts)	Dartmouth
SAO DARTMOUTH CLIFTON (South)	Dartmouth Clifton Parish Ward (excluding those parts in Dartmouth Clifton (North) and Dartmouth Clifton (Central) Polling Districts)	Dartmouth
SAP DARTMOUTH (Townstal)	Dartmouth Townstal Parish Ward	Dartmouth Townstal
SAQ DEAN PRIOR	Dean Prior	Dean Prior
SAR DIPTFORD	Diptford	Diptford
SAS DITTISHAM	Dittisham	Dittisham

**CURRENT SCHEDULE OF POLLING DISTRICTS/POLLING PLACES
SOUTH WEST DEVON & TOTNES CONSTITUENCY**

APPENDIX A

(being that part of the District of South Hams in the South West Devon & Totnes Constituencies)

POLLING DISTRICTS	PARISHES AND OTHER PLACES WITHIN THE POLLING DISTRICTS	POLLING PLACES
SAT EAST ALLINGTON	East Allington	East Allington
SAU EAST PORTLEMOUTH	East Portlemouth	East Portlemouth
SAV FROGMORE AND SHERFORD (Frogmore)	Frogmore Parish Ward	Frogmore
SAW FROGMORE AND SHERFORD (Sherford)	Sherford Parish Ward	Sherford
SAX HALWELL AND MORELEIGH	Halwell and Moreleigh	Halwell
SAY HARBERTON (Harberton)	Harberton Parish Ward	Harberton
SAZ HARBERTON (Harbertonford)	Harbertonford Parish Ward	Harbertonford
SBA HOLNE	Holne	Holne
SBB KINGSBRIDGE (East)	Kingsbridge East Parish Ward	Kingsbridge East
SBC KINGSBRIDGE (North)	Kingsbridge North Parish Ward	Kingsbridge North
SBD KINGSBRIDGE (Westville)	Kingsbridge Westville Parish Ward	Kingsbridge Westville
SBE KINGSWEAR (Kingswear)	Kingswear Parish Ward	Kingswear
SBF KINGSWEAR (Hillhead)	Hillhead Parish Ward	Hillhead
SBG LITTLEHEMPSTON	Littlehempston	Littlehempston
SBH LODDISWELL	Loddiswell	Loddiswell
SBI MALBOROUGH	Malborough	Malborough
SBJ MARLDON	Marldon	Marldon
SBK NORTH HUIISH	North Huish	Avonwick
SBL RATTERY	Rattery	Rattery
SBM SALCOMBE	Salcombe	Salcombe
SBN SLAPTON	Slapton	Slapton
SBO SOUTH BRENT (Brentmoor)	South Brent (excluding those parts in the South Brent (Village) Polling District)	South Brent
SBP SOUTH BRENT (Village)	South Brent (excluding those parts in the South Brent (Brentmoor) polling district)	South Brent

APPENDIX A

**CURRENT SCHEDULE OF POLLING DISTRICTS/POLLING PLACES
SOUTH WEST DEVON & TOTNES CONSTITUENCY**
(being that part of the District of South Hams in the South West Devon & Totnes Constituencies)

SBQ SOUTH HUISH	South Huish	Galmpton
SBR SOUTH MILTON	South Milton	South Milton
SBS SOUTH POOL	South Pool	South Pool
SBT STAVERTON	Staverton	Staverton
SBU STOKE FLEMING	Stoke Fleming	Stoke Fleming
SBV STOKE GABRIEL	Stoke Gabriel	Stoke Gabriel
SBW STOKENHAM (Stokenham)	Stokenham (excluding those parts in the Stokenham (Huccombe) and Stokenham (Chillington) Polling Districts)	Stokenham
SBX STOKENHAM (Chillington)	Stokenham (excluding those parts in the Stokenham (Stokenham) and Stokenham (Huccombe) Polling Districts)	Chillington
SBY STOKENHAM (Huccombe)	Stokenham (excluding those parts in the Stokenham (Stokenham) and Stokenham (Chillington) Polling Districts)	Beesands
SBZ STRETE	Strete	Strete
SCA THURLESTONE (Thurlestone)	Thurlestone (excluding that part in the Thurlestone (Bantham) Polling District)	Thurlestone
SCB THURLESTONE (Bantham)	Thurlestone (excluding that part in the Thurlestone (Thurlestone) Polling District)	Thurlestone
SCC TOTNES (Bridgetown West)	Totnes Bridgetown Parish Ward (excluding those parts in the Totnes (Bridgetown) polling district)	Totnes (Bridgetown West)
SCD TOTNES (Bridgetown)	Totnes Bridgetown Parish Ward (excluding those parts in the Totnes (Bridgetown West) polling district)	Totnes (Bridgetown)
SCE TOTNES (Central)	Totnes Parish Ward (excluding those parts in the Totnes (West) and Totnes (Riverside) Polling Districts)	Totnes (Central)
SCF TOTNES (West)	Totnes Parish Ward (excluding those parts in the Totnes (Central) and Totnes (Riverside) Polling Districts)	Totnes (West)
SCG TOTNES (Riverside)	Totnes Parish Ward (excluding those parts in the Totnes (Central) and Totnes (West) Polling Districts)	Totnes (Riverside)
SCH WEST ALVINGTON	West Alvington	West Alvington
SCI WOODLEIGH	Woodleigh	Woodleigh

**CURRENT SCHEDULE OF POLLING DISTRICTS/POLLING PLACES
SOUTH WEST DEVON & TOTNES CONSTITUENCY**

(being that part of the District of South Hams in the South West Devon & Totnes Constituencies)

APPENDIX A

CURRENT POLLING STATION & ELECTORATE AS AT MAY 2019

APPENDIX B

POLLING DISTRICT	Polling Station ELECTORATE May 2019	EXISTING POLLING STATION
SOUTH WEST DEVON CONSTITUENCY		
LAA Aveton Gifford	637	Memorial Hall, Aveton Gifford, Kingsbridge Devon
LAB Bickleigh	556	Recreation Hall, Roborough, Plymouth Devon
LAC Woolwell	1972	The Woolwell Centre, Darklake Lane, Woolwell, Plymouth
LAD Bigbury	249	Memorial Hall, St. Ann's Chapel, Bigbury, Kingsbridge, Devon
LAE Bigbury on Sea	112	Korniloff Res. Home, Warren Road, Bigbury-on-Sea, Kingsbridge, Devon, TQ7 4AZ
LAF Brixton	1254	Community Room, Brixton St Mary's, Voluntary Primary School, Elliotts Hill, Brixton
LAG Cornwood	768	Village Hall, School Lane, Cornwood, Ivybridge
LAH Ermington	574	Ermington Primary School, Lodge Annex, School Road, Ermington, Ivybridge, Devon PL21 9NH
LAI Harford	63	Tearoom Lukesland House, Harford
LAJ Holbeton	429	Village Hall, Holbeton, Plymouth, Devon
LAK Ivybridge Filham	3122	Stowford Primary School, Exeter Road, Ivybridge
LAL1 Ivybridge Central	1177	Ivybridge Leisure Centre, Ivybridge, Devon
LAL2 Ivybridge	400	Ivybridge Leisure Centre, Ivybridge, Devon
LAM Ivybridge Woodlands	2895	Woodlands Park, Primary School, Abbot Road, Ivybridge

CURRENT POLLING STATION & ELECTORATE AS AT MAY 2019

APPENDIX B

LAN Kingston	263	Reading Room, Kingston, Kingsbridge Devon
LAO Modbury	1225	Memorial Hall, Back Street, Modbury, Ivybridge Devon
LAP Newton Ferrers	849	W.I. Community Hall, Newton Ferrers, Plymouth Devon
LAQ Noss Mayo	344	Village Hall, Noss Mayo, Plymouth Devon
LAR Ringmore	146	Women's Institute, Ringmore, Kingsbridge Devon
LAS / LAT Shaugh Prior/Wotter	407	Recreation Hall, Shaugh Prior, Plymouth, Devon
LAU Lee Moor	190	Public Hall, Lee Moor, Plymouth Devon
LAV Sparkwell	456	Parish Hall, Sparkwell, Plymouth Devon
LAW Lee Mill	466	Congregational Chapel, Lee Mill, Ivybridge, Devon
LAX Ugborough	437	Village Hall, Ugborough, Ivybridge Devon
LAY1 & LAY2 Ugborough Bittaford	980	Bittaford Community Hall, Jubilee Terrace, Bittaford, Ivybridge
LAZ Wembury	1433	War Memorial Village Hall, Barton Close, Wembury, Plymouth
LBA Wembury Down Thomas	629	Silver Jubilee Hall, Down Thomas, Plymouth Devon
LBB Yealmpton	1531	Yealmpton Community and Resource Centre, Stray Park, Yealmpton, Plymouth, Devon
TOTNES CONSTITUENCY		
POLLING DISTRICT	ELECTORATE	EXISTING POLLING STATION
SAA/SAB Ashprington/ Tuckenhay	311	Village Hall, Ashprington, Totnes
SAC Berry Pomeroy Bridgetown	427	Lower Weston, Community Hall, Hope Close, Totnes

CURRENT POLLING STATION & ELECTORATE AS AT MAY 2019

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SAD Berry Pomeroy	282	Village Hall, Berry Pomeroy, Totnes Devon
SAE Blackawton	543	Village Hall, Blackawton, Totnes, Devon
SAF Buckfastleigh West	231	Village Hall, Scoriton, Buckfastleigh, Devon
SAG Buckland-Tout-Saints	120	Ledstone Farm, Ledstone, Kingsbridge Devon
SAH Charleton	366	Village Hall, West Charleton, Kingsbridge, Devon
SAI Chivelstone	196	Chivelstone Parish, Community Hall, East Prawle, Kingsbridge
SAJ Churchstow	373	Church Hall, Pump Lane, Churchstow, Kingsbridge, Devon
SAK Cornworthy	245	Village Hall, Cornworthy, Totnes Devon
SAL Dartington	1388	Village Hall, Dartington, Totnes Devon
SAM/SAN/SAO Dartmouth Clifton	1986	Guildhall, Dartmouth Devon
SAP Dartmouth Townstal	1506	Baptist Church Hall, Carey Road, Dartmouth
SAQ Dean Prior	150	Village Hall, Dean Prior, Buckfastleigh Devon
SAR Diptford	388	Diptford Parish Hall, Diptford, Totnes Devon
SAS Dittisham	280	Parish Hall, Dittisham, Dartmouth Devon
SAT East Allington	529	Parish Hall, East Allington, Totnes Devon
SAU East Portlemouth	106	Village Hall, East Portlemouth, Salcombe Devon
SAV Frogmore	233	Village Hall, Appletree Close, Frogmore, Kingsbridge Devon
SAW Sherford	94	Village Hall, Sherford, Kingsbridge Devon
SAX Halwell & Moreleigh	337	Village Hall, Moreleigh, Totnes, Devon
SAY Harberton	498	Harberton Parish Hall, Tristford Road, Harberton

CURRENT POLLING STATION & ELECTORATE AS AT MAY 2019

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SAZ Harbertonford	462	Village Hall, Harbertonford, Totnes Devon
SBA Holne	198	Village Hall, Holne, Newton Abbot
SBB Kingsbridge East	1302	Kingsbridge & District Rest Centre, Adj.Quay House, The Quay, Kingsbridge, Devon
SBC Kingsbridge North	1497	Methodist Church Hall, Fore Street, Kingsbridge
SBD Kingsbridge Westville	958	Age Concern, Adjacent Quay House, The Quay, Kingsbridge
SBE Kingswear Hillhead	390	Raddicombe Lodge, Kingswear Road, TQ5 0EX
SBF Kingswear	366	Village Hall, Kingswear, Dartmouth Devon
SBG Littlehempston	182	St John's Church, Littlehempston, Totnes, Devon, TQ9 6LU
SBH Loddiswell	790	Village Hall , Loddiswell, Kingsbridge Devon
SBI Malborough	695	The Annexe, Village Hall, Malborough
SBJ Marldon	1543	Marldon Village Hall, Marldon, Paignton, Devon
SBK North Huish	339	Church Vestry, St. James Church, Avonwick, Totnes, Devon
SBL Rattery	348	Village Hall, Rattery, South Brent Devon
SBM Salcombe	1090	Holy Trinity Church, Church Street, Salcombe
SBN Slapton	352	Village Hall, Slapton, Kingsbridge Devon
SBO South Brent (Brentmoor)	190	Village Hall, Station Approach, South Brent
SBP South Brent (Village)	1774	Methodist Church Hall, South Brent, Devon
SBQ South Huish	302	Hope & Galmpton, Village Hall, Galmpton, Kingsbridge, Devon
SBR South Milton	293	Village Hall, South Milton, Kingsbridge Devon

CURRENT POLLING STATION & ELECTORATE AS AT MAY 2019

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SBS South Pool	107	Church Hall, South Pool, Kingsbridge Devon
SBT Staverton	515	Victory Hall, Landscope, Ashburton, Newton Abbot
SBU Stoke Fleming	796	The Meeting Room, Village Hall, Stoke Fleming, Dartmouth Devon
SBV Stoke Gabriel	904	Village Hall, Stoke Gabriel, Totnes Devon
SBW Stokenham	386	The Meeting Room, Parish Hall, Stokenham, Kingsbridge Devon
SBX Stokenham (Chillington)	826	Village Hall, Tanpits Lane, Chillington, Kingsbridge, Devon
SBY Stokenham (Huccombe)	246	St Andrew's Church, Beesands
SBZ Strete	317	Parish Hall, Strete, Dartmouth Devon
SCA/SCB Thurlestone/Bantham	571	Parish Hall, Thurlestone, Kingsbridge Devon
SCC Totnes Bridgetown West	413	Ariel Reception, King Edward VI Community College, Redworth Upper College Site, Ashburton Road, Totnes
SCD Totnes Bridgetown	1845	St. John's Church Hall, Bridgetown, Totnes, Devon
SCE Totnes Central	1125	The Civic Hall, Totnes Devon
SCF Totnes West	1232	Follaton House, Plymouth Road, Totnes Devon
SCG Totnes Riverside	952	Methodist Church Hall, Fore Street, Totnes, Devon
SCH West Alvington	402	Village Hall, West Alvington, Kingsbridge Devon
SCI Woodleigh	124	St Marys Church, Woodleigh, Kingsbridge Devon

South Hams BT Payphone Kiosk Removal - Consultation - comments date extended until 11th September 2019

 Totnes Town Council Clerk <clerk@totnestowncouncil.gov.uk>
 Draft

Wed, Aug 28, 2019 at 1:47 PM

SOUTH HAMS BT PAYPHONE KIOSK REMOVAL - CONSULTATION - comments date extended until 11th September 2019

Dear Parish/Town Clerk

 Further to our email below sent yesterday – the comments date has now been extended to 11th September to allow additional time for comments

With regards,

 Case Management Team – Development Management
 South Hams District Council | West Devon Borough Council
 Email: dm@swdevon.gov.uk
 Tel: 01803 861234


Dear Parish/Town Clerk

South Hams District Council has been informed by BT that 28 public payphones have been identified for proposed removal in the South Hams district on the basis of low usage. South Hams District Council has therefore been asked to consult with you regarding the possible removal of a BT phone box in your parishes. The list of phone boxes, their parish, ward and ward members along with their usage is included further down this email.

 BT advise that there is a 90 day consultation period ending on 8th October 2019. The process outlined by Ofcom involves:

- 1) Initial notice placed by BT in affected phone boxes between 7th & 8th July 2019 giving local residents 42 days to respond to the 'Local Authority Planning Department' with any comments.
- 2) South Hams District Council then conduct a first consultation period to make a decision on comments received and advise of the decision for each affected phone box.
- 3) South Hams District Council publishes its 'First Notification' i.e. a draft decision (to Secretary of State) stating whether South Hams District Council agrees with BT's decision to remove a phone box.
- 4) A one month period is allowed to receive comments on the decisions regarding the affected phone boxes.
- 5) South Hams District Council publishes its second notice (the 'Final Notification') which sets out the final decision and reasons behind it prior to submission to BT on 8th October 2019.

The final notice including reasons for objecting to removal must be received by the Secretary of State Culture, Media & Sport and BT prior to the consultation deadline otherwise BT will assume there is no objection to its removal. We are therefore working to a fairly tight timeline and your prompt responses will be much appreciated.

 BT has advised a notice was placed on the phone box (see below highlighted in yellow) in your parish by BT on 7th or 8th July giving 42 days to respond and advising any comments be sent to the Local Authority Planning Department. If you have not already made your comments known, your Parish Council has until 1st September to submit your comments to South Hams District Council – dm@swdevon.gov.uk.

	Telephone Number	Address	Post Code	PARISH	WARD	CLLRS	Number of calls in last 12 months	Response: 1. ADOPT 2. REJECT 3. OK TO REMOVE	FURTHER COMMENTS
1	1364642380	PCO PCO1 GARDEN CLOSE RATTERY SOUTH BRENT	TQ10 9LD	RATTERY	SOUTH BRENT	SMERDON, GUY PANNELL	0		
2	1364642538	PCO PCO1 DEAN PRIOR BUCKFASTLEIGH	TQ11 0LY	DEAN PRIOR	SOUTH BRENT	SMERDON, GUY PANNELL	54		
3	136472117	O/S S.P.O. PCO1 AISH SOUTH BRENT	TQ10 9JH	SOUTH BRENT	SOUTH BRENT	SMERDON, GUY PANNELL	16		
4	1548521229	UAX SITE PCO1 LABURNUM WAY EAST ALLINGTON TOTNES	TQ9 7QY	EAST ALLINGTON	ALLINGTON & STRETE	FOSS	2		
5	1548550305	PCO PCO1 LODDISWELL KINGSBRIDGE	TQ7 4QH	LODDISWELL	LODDISWELL & AVETON GIFFORD	KEMP	0		
6	1548560270	WAYLEAVE PP23 PCO1 BANTHAM KINGSBRIDGE	TQ7 3AP	THURLESTONE	SALCOMBE & THURLESTONE	PEARCE & LONG	44		

79

7	1548560274	PCO PC01 THURLESTONE KINGSBRIDGE	TQ7 3NJ	THURLESTONE	SALCOMBE & THURLESTONE	PEARCE & LONG	17		
8	1548561447	PCO PC01 GALMPTON KINGSBRIDGE	TQ7 3EY	SOUTH HUISSH	SALCOMBE & THURLESTONE	PEARCE & LONG	0		
9	1548580256	PCO PC01 CHILLINGTON KINGSBRIDGE	TQ7 2LF	STOKENHAM	STOKENHAM	BRAZIL	1		
10	1548580262	UAX SITE PCO1 STOKENHAM KINGSBRIDGE	TQ7 2SZ	STOKENHAM	STOKENHAM	BRAZIL	6		
11	1548580270	PCO PC01 TORCROSS KINGSBRIDGE	TQ7 2TG	STOKENHAM	STOKENHAM	BRAZIL	0		
12	1548810352	WAYLEAVE PP97 PCO1 ST. ANNS CHAPEL KINGSBRIDGE	TQ7 4HQ	BIGBURY	CHARTERLANDS	TAYLOR	0		
13	1548821216	CALIFORNIA CROSS PCO1 MODBURY IVYBRIDGE	PL21 0SG	LODDISWELL	LODDISWELL & AVETON GIFFORD	KEMP	17		
14	1548821240	PCO PC01 NORTH HUISSH SOUTH BRENT	TQ10 9NQ	NORTH HUISSH	SOUTH BRENT	SMERDON, GUY PANNELL	0		
15	1548821382	PCO PC01 DIPTFORD TOTNES	TQ9 7NU	DIPFORD	SOUTH BRENT	SMERDON, GUY PANNELL	0		
16	1548842841	PCO PC01 ONSLOW ROAD SALCOMBE	TQ8 8AF	SALCOMBE	SALCOMBE & THURLESTONE	PEARCE & LONG	14		
17	1752779418	PCO PC01 TAVISTOCK ROAD ROBROUGH PLYMOUTH	PL6 7BD	BICKLEIGH	BICKLEIGH AND CORNWOOD	SPENCER	23		
18	1752837215	PCO PC01 BLACHFORD CLOSE CORNWOOD IVYBRIDGE	PL21 9PX	CORNWOOD	BICKLEIGH AND CORNWOOD	SPENCER	40		
19	1752837362	RECREATION GROUND PCO1 SPARKWELL PLYMOUTH	PL7 5DB	SPARKWELL	NEWTON AND YEALMPTON	BALDRY AND THOMAS	11		
20	1752862329	PCO PC01 KNIGHTON ROAD WEMBURY PLYMOUTH	PL9 0EA	WEMBURY	WEMBURY & BRIXTON	BROWN & CHOWN	7		
21	1752885578	NEAR FILHAM MOOR CLOSE PCO1 GODWELL LANE IVYBRIDGE	PL21 0LE	IVYBRIDGE	IVYBRIDGE EAST	PRINGLE & ABBOTT	0		
22	1803776326	PCO PC01 DARTMOUTH ROAD STOKE FLEMING DARTMOUTH	TQ6 0NX	STOKE FLEMING	BLACKAWTON & STOKE FLEMING	REEVE	9		
23	1803782318	PCO PC01 BARN PARK STOKE GABRIEL TOTNES	TQ9 6SR	STOKE GABRIEL	DARTMOUTH & EAST DART	BASTONE, HAWKINS & ROWE	8		
24	1803863256	PCO PC01 FURZE ROAD TOTNES	TQ9 6YE	BERRY POMEROY	TOTNES	BIRCH, ROSE & SWEETT	46		
25	1803863796	OPPOSITE CEMETRY LODGE PCO1 PLYMOUTH ROAD TOTNES	TQ9 5LX	TOTNES	TOTNES	BIRCH, ROSE & SWEETT	0		
26	1803863854	PCO PC01 SWALLOWFIELDS TOTNES	TQ9 5LA	TOTNES	TOTNES	BIRCH, ROSE & SWEETT	7		

NEXT STEPS

Please reply to this email dm@swdevon.gov.uk by 1st September 2019 clearly stating whether your Parish Council would like to either:

1. Adopt the phone box for £1 see <https://business.bt.com/solutions/small-business/communities/adopt-a-kiosk/> OR
2. Reject BTs proposal for removal stating why – see pages 8 and 9 of the attached OFCOM guidance for relevant factors, OR
3. Confirm you are happy for the phone box to be removed

South Hams District Council will then collate the responses of yours and all 26 phone boxes involved and coordinate a draft notification to the Secretary of State and BT.

Best wishes,

Case Management Team – Development Management

South Hams District Council | West Devon Borough Council

Email: dm@swdevon.gov.uk

Tel: 01803 861234

Guidance on procedures for the removal of public call boxes

1. Introduction and overview

1.1 Ofcom published on 14 March 2006 a Direction setting out:

- Procedures for the complete removal of Public Call Boxes (PCBs) and Call Box Services (CBS) from a Site¹;
- Procedures for requests for new PCBs and related CBS; and
- A requirement that at least 70% of PCBs offer cash payment facilities.

1.2 This guidance is intended to promote consistency of decisions between Relevant Public Bodies². It also provides examples of circumstances in which the Universal Service Provider (currently BT plc and, in the Hull, area Kingston Communications) might reasonably remove the cash payment facility from a PCB.

2. Status of this guidance

2.1 Compliance with this guidance does not guarantee compliance with any legal requirement.

2.2 Except insofar as the context otherwise requires, words or expressions shall have the same meaning they have in the Direction.

3. Overview

3.1 The following diagram shows the various stages in the procedures for the complete removal of PCBs and/or CBS from a Site. Each stage is described in more detail in this guidance

¹ Site means any area within a walking distance of 400 metres from that PCB.

² Relevant Public Body means: in relation to England, the relevant local District Council (in two-tier local authority areas), London Borough Council, Metropolitan Council, Unitary Council, the Corporation of London or the Council of the Isles of Scilly; in relation to Northern Ireland, the Unitary District; in relation to Scotland, the Unitary Council; in relation to Wales, the County or County Borough Council; or any successor bodies or organisations.

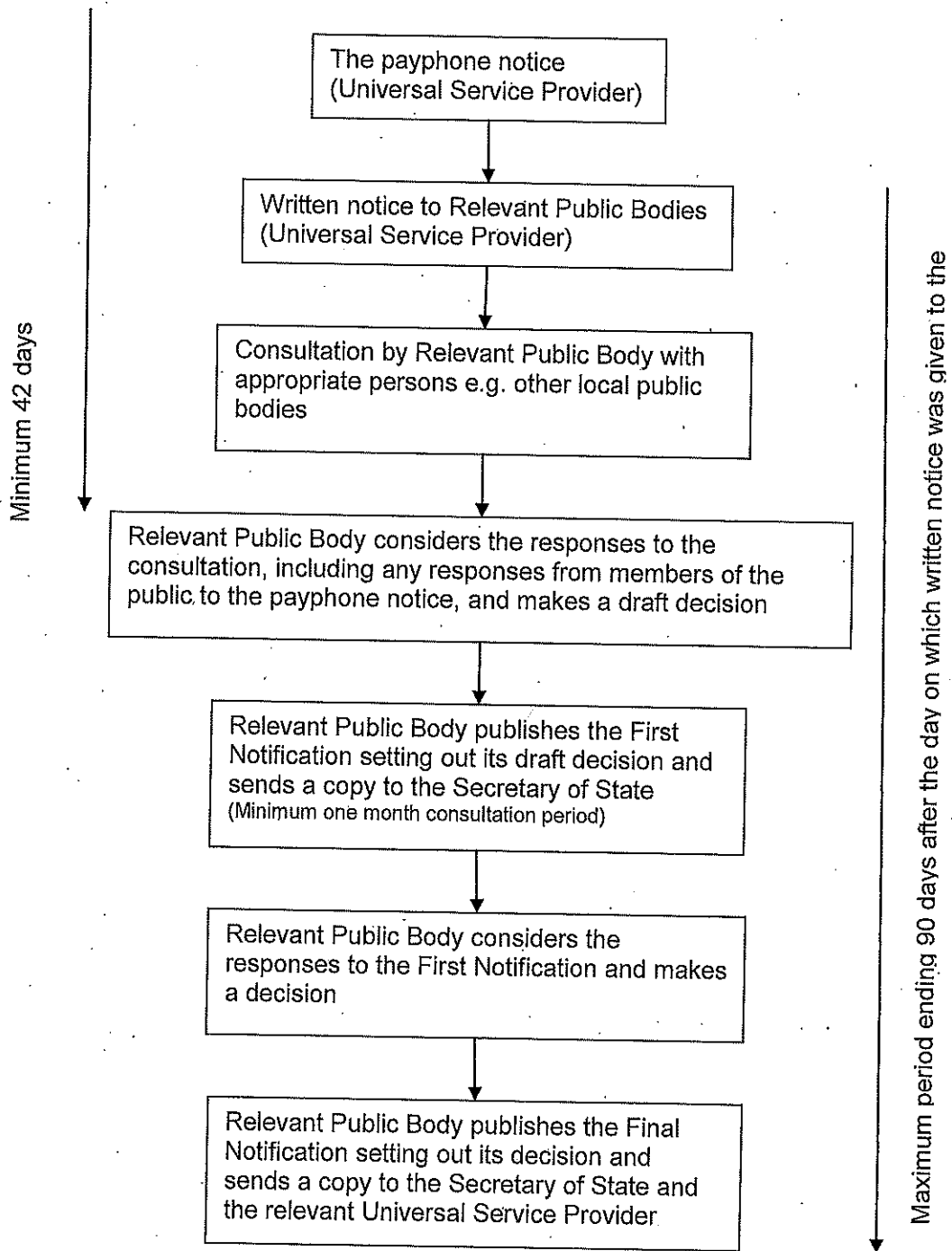


Diagram: Procedure for the complete removal of Public Call Boxes from a Site

4. The payphone notice

4.1 Under paragraph 2.2 of the Direction, the Universal Service Provider must display a notice in a prominent place on the PCB which it proposes to remove or re-site and/or to which it intends to cease to provide CBS ('the payphone notice') informing the public of the proposed change and setting out:

- The nature and effect of the proposal;
- The period within which members of the public may make representations about the proposal, which shall be 42 days after the day on which the notice is first displayed;
- A free-call telephone number which can be used by the public to check the location of the nearest alternative PCB providing CBS; and
- The Relevant Public Body to whom representations may be made about the proposal.

5. Written notice to relevant public bodies

5.1 Under paragraph 2.3 of the Direction, the Universal Service Provider must also give written notice of its proposed removal or re-siting of a PCB and/or the cessation of the provision of CBS to the Relevant Public Body ('the written notice') setting out:

- The nature and effect of the proposal;
- Any information in support of the proposal;
- The date on which the payphone notice was first displayed on the PCB (and provide a copy);
- A web link to Ofcom's guidance on procedures for the complete-removal of PCBs and/or CBS from a site; and
- That objection may be made to the Universal Service Provider by the Relevant Public Body.

6. Consultation

6.1 The Relevant Public Body should bring the contents of the payphone and written notice to the attention of such persons as it considers appropriate, asking for comments on the proposal to be made to the Relevant Public Body within a stipulated period.

6.2 Such persons might include other local public bodies, for example the parish or community council. In Northern Ireland, the Relevant Public Body should also consider which local community groups, if any, to consult with.

6.3 It is likely that Relevant Public Bodies will already have in place various consultation mechanisms and procedures which allow local issues to be discussed with local communities, for example local strategic partnerships and neighbourhood-based systems of local meetings.

7. Responses to consultation

7.1 The Relevant Public Body should consider the responses to the consultation, if any, received within the stipulated period, and including responses from members of the public received by them within the 42 days period after the payphone notice was first displayed on the PCB.

7.2 In deciding whether to consent or object to the proposal, the Relevant Public Body must be satisfied that its decision is:

- Objectively justifiable in relation to the networks, services, facilities, apparatus or directories to which it relates;
- Not such as to discriminate unduly against particular persons or against a particular description of persons;
- Proportionate to what it is intended to achieve; and
- In relation to what it is intended to achieve, transparent.

7.3 The Relevant Public Body must also be satisfied that it acted in accordance with the six Community requirements set out in section 4 of the Communications Act 2003 ('the Act'). These are:

- To promote competition in the provision of electronic communications networks and services, associated services and facilities and the supply of directories;
- To contribute to the development of the European internal market;
- To promote the interests of all persons who are citizens of the European Union;
- Not to favour one form of, or means of, providing electronic communications networks or services i.e. to be technology neutral;
- To encourage network access and service interoperability for the purpose of securing competition in the electronic communication networks and services markets and the maximum benefit for customers of communications providers; and
- To encourage compliance with standards necessary for facilitating service interoperability and securing freedom of choice for the customers of communications providers.

7.4 Where it appears to a Relevant Public Body that any of the Community requirements conflict with each other they must secure that the conflict is resolved in a manner they think best in the circumstances.

7.5 To assist Relevant Public Bodies to consider the responses, and to make a decision to consent or object to the proposal, Ofcom has included at Annex 1 in this guidance factors which it considers relevant to the decision. Relevant Public Bodies should refer to these factors.

8. First notification

8.1 Having considered the responses to the consultation, if any, the Relevant Public Body must publish its draft decision in the form of a notification ('the First Notification'). To assist Relevant Public Bodies, Ofcom has included in this guidance at Annex 2 a specimen notification. The First Notification must:

- State that there is a proposal for the complete removal of PCBs and/or CBS from a Site;
- Identify the Universal Service Provider whose proposal it is;
- Set out the draft decision to consent or object to the proposal;
- Set out the effect of the draft decision to consent or object to the proposal;
- Give reasons for the draft decision to consent or object to the proposal;
- Specify the period within which representations may be made about the proposal to the Relevant Public Body;
- Confirm that the draft decision complies with the requirements of sections 45 to 50 of the Act, as appropriate and relevant to the proposal;
- Confirm that in making the draft decision, the Relevant Public Body have considered and acted in accordance with the six Community requirements in section 4 of the Act;
- Confirm that a copy of the First Notification has been sent to the Secretary of State.

8.2 Except in exceptional circumstances justifying the use of a shorter period, the period mentioned in paragraph 8.1 for representations must be one ending not less than one month after the day of the publication of the First Notification.

8.3 The publication of the First Notification must be in such a manner as appears to the Relevant Public Body to be appropriate for bringing the contents of the notification to the attention of such persons as it considers appropriate.

8.4 Such persons might include other local public bodies, for example, the parish or community council. In Northern Ireland, it might include local community groups. Ofcom would expect the Relevant Public Body to send a copy of the First Notification to the relevant Universal Service Provider.

8.5 The Relevant Public Body must also send a copy of the First Notification to the Secretary of State. Ofcom has included in this guidance a specimen letter for this purpose.

8.6 Under section 50(6) of the Act the Relevant Public Body may if appropriate also send a copy of the First Notification to the European Commission. Ofcom does not believe there will normally be a need to notify the Commission in the case of proposed PCB removals.

9. Final Notification

9.1 The Relevant Public Body may consent or object to a proposal only if it has considered every representation about the proposal that is made to it within the period specified in the First Notification and has had regard to every international obligation of the UK (if any) which has been notified to Ofcom for the purposes of this requirement (none to date).

9.2 Having considered the responses to the First Notification, if any, the Relevant Public Body must publish its decision in the form of a notification ('the Final Notification'). To assist Relevant Public Bodies, Ofcom has included at Annex C in this guidance a specimen notification. The Final Notification must:

- State that there is a proposal for the complete removal of PCBs and/or CBS from a Site;
- Identify the Universal Service Provider whose proposal it is;
- Set out the decision to consent or object to the proposal;
- Set out the effect of the decision to consent or object to the proposal;
- Give reasons for the decision to consent or object to the proposal;
- Confirm that the decision complies with the requirements of sections 45 to 50 of the Act, as appropriate and relevant to the proposal;
- Confirm that in making the decision set out in the Final Notification, the Relevant Public Body have considered and acted in accordance with the six Community requirements in section 4 of the Act;
- Confirm that a copy of the First Notification was sent to the Secretary of State; and
- Confirm that a copy of the Final Notification has been sent to the Secretary of State.

9.3 The publication of the Final Notification must be in such a manner as appears to the Relevant Public Body to be appropriate for bringing the contents of the notification to the attention of such persons as it considers appropriate.

9.4 Such persons might include other local public bodies, for example the parish or community council. In Northern Ireland, it might include local community groups.

9.5 The Relevant Public Body must send a copy of the Final Notification to the relevant Universal Service Provider.

9.6 The Relevant Public Body must also send a copy of the Final Notification to the Secretary of State. Ofcom has included in this guidance a specimen letter for this purpose.

9.7 Under section 50(6) of the Act the Relevant Public Body may if appropriate also send a copy of the Final Notification to the European Commission. Ofcom does not believe there will normally be a need to notify the Commission in the case of proposed PCB removals.

10. The local veto

10.1 The Universal Service Provider must not bring its proposal into effect if it has received any written objection to the proposal by the Relevant Public Body within the period ending 90 days after the day on which written notice was given by the Universal Service Provider to the Relevant Public Body ('the local veto'). It is for this reason that the Relevant Public Body must send a copy of the Final Notification to the relevant Universal Service Provider – see paragraph 9.5 above.

Annex 1

Relevant factors

Purpose

A.1 It is the Universal Service Provider's obligation to ensure the adequate provision of PCBs and/or CBS to meet the reasonable needs of end-users in terms of numbers, geographical coverage and quality of services. It is against this obligation that a Relevant Public Body must assess a proposal for the complete removal of PCBs and/or CBS from a Site.

A.2 This is intended to give guidance on the factors to take account of when considering a proposal for the complete removal of PCBs and/or CBS from a Site. It is intended also to promote consistency of decisions between Relevant Public Bodies. Relevant Public Bodies may consider other factors such as the proximity of the nearest alternative PCB, the nature of the area (for example, a tourist area or close to a children's home or similar accommodation) or, in the case of text phones, use by deaf users. However, any decision of a Relevant Public Body must comply with the requirements in paragraphs 7.2 and 7.3 of this guidance.

A.3 It is likely that Relevant Public Bodies will already have access to information against which they can make an assessment. While the following is not an exhaustive list of sources of information, Relevant Public Bodies might consider:

- ACORN is a demographic tool used to identify and understand the UK population – www.caci.co.uk;
- PRIZM is a commercial product built from lifestyle and demographic data at postcode level - www.claritas.co.uk;
- The National Statistics Service offers access to a range of social and economic aggregate data relating to small geographic areas - www.neighbourhood.statistics.gov.uk ; and
- UpMyStreet let you search and compare detailed information about a specific postcode, city, town, district or region – www.upmystreet.com

Factors

A.4 Set out below are some (not exhaustive) important factors which might be assessed when considering a proposal for the complete removal of PCBs and/or CBS from a Site.

Housing type in the area

A.5 A Relevant Public Body may consider whether the area within the same postcode as a PCB is predominately owner-occupied, privately rented or council housing. The more owner-occupied housing in the area the more likely it is that people living in that area would have access to mobile and fixed telephones. If there is predominantly private rented or council housing in the area, this may suggest

people on a lower income without access to mobile and fixed telephones and support the view that a PCB should be retained.

Number of households in the area

A.6 There may be concerns about alternative access to telephone services for low population densities. A Relevant Public Body may determine the number of households within the same postcode as a PCB. The number of households within 400 metres of a PCB could be seen as the catchment area for that PCB.

A.7 The number of households in the area would not however include any passing traffic or reflect that a PCB might be situated on a main road or busy terminus. Such detail should be assessed on a case-by-case basis.

PCB revenue

A.8 BT and Kingston may be willing to provide information about the revenue generated by a particular PCB. This should help measure PCB usage and could be an indicator of its value to the community. The lower the annual revenue that a PCB generates, there could be grounds for its removal.

A.9 Consideration may be given by a Relevant Public Body to the other factors listed above before it relies on annual revenue alone to support a decision to consent or object to the complete removal of PCBs and/or CBS from a Site. The annual revenue of a PCB should be assessed on a case-by-case basis.

Emergency calls

A.10 Many people place great value on having the option to use a PCB in an 'emergency'. However, not all calls considered as emergency calls by the public are calls to the emergency services, for example police, fire, ambulance and coastguard services. For example, people often cite calls to roadside breakdown as being emergency calls.

A.11 The importance of retaining a PCB for 'emergency calls' should be assessed on a case-by-case basis. The body needs to think about whether a particular PCB is more likely to be used for emergency calls than another. For example if there are alternative means of making calls available locally and/or there is good coverage for mobile phones, this may suggest that there is a reduced need to retain the phone box on emergency grounds. But if, for example, the call box is near a known accident black-spot, it may suggest it should be retained.

Mobile phone coverage

A.12 While three-quarters of adults now personally use a mobile phone, people often cite poor, sporadic or the lack of mobile network coverage at a location as being an important factor for retaining a PCB.

A.13 The main mobile networks, including 3, O2, Orange, T-Mobile and Vodafone allow you to check the network coverage in any given postcode area on their websites. While this might not be conclusive, it should help to assess network coverage within the same postcode as a PCB.

Annex 2

First Notification: example templates

Notification under section 49(4) of the Communications Act 2003

Draft decision by [public body] in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Schedule to a Direction published by Ofcom on 14 March 2006 ('the Direction').

1. [Public body], in accordance with section 49(4) of the Communications Act 2003 ('the Act'), hereby make the following draft decision in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Direction.
2. The draft decision is set out in the Schedule to this Notification.
3. The effect of, and [public body] reasons for making, the draft decision is set out in the Schedule to this Notification.
4. [Public body] consider that the draft decision complies with the requirements of sections 45 to 50 of the Act, as appropriate and relevant to the proposal.
5. In making the draft decision, [public body] has considered and acted in accordance with the six community requirements in section 4 of the Act.
6. Representations may be made to [public body] about the draft decision by [time] on [date].
7. A copy of this Notification has been sent to the Secretary of State in accordance with section 50(1)(b) of the Act.
8. The Schedule to this Notification shall form part of this Notification.

[Name]

A person authorised by [public body] to sign this Notification

[Date]

Schedule

[Draft] decision by [public body] in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Schedule to a Direction published by Ofcom on 14 March 2006 ('the Direction').

	Telephone number	Location	Decision (Object/Consent)	Reason(s)
1				
2				
3				
4				

Letter to the Secretary of State – First Notification

Telecommunications Team
Department for Culture, Media and
Sport
4th Floor,
100 Parliament Street,
London SW1A 2BQ

Dear Sir

Draft decision by [public body] in response to proposals by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Schedule to a Direction published by Ofcom on 14 March 2006 ('the Direction').

[Public body], in accordance with section 49(4) of the Communications Act 2003 ('the Act'), hereby make a draft decision in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Direction.

Section 50(1)(b) of the Act requires [public body] to send to the Secretary of State a copy of every notification published under section 49(4) of the Act. A copy of the First Notification is enclosed herewith.

Yours faithfully

Annex 3

Final Notification: example templates

Notification under section 49 of the Communications Act 2003

Decision by [public body] in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Schedule to a Direction published by Ofcom on 14 March 2006 ('the Direction').

1. On [date], [public body], in accordance with section 49(4) of the Communications Act 2003 ('the Act'), issued a notification setting out its draft decision in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Direction ('the First Notification').
2. A copy of the First Notification was sent to the Secretary of State in accordance with section 50(1)(b) of the Act.
3. In the First Notification, [public body] invited representations about the draft decision by [time] on [date].
4. [Public body] has considered every representation about the draft decision duly made to it and Ofcom has not notified [public body] of any international obligation of the United Kingdom for this purpose.
5. The decision is set out in the Schedule to this Notification.
6. The effect of, and [public body] reasons for making, the decision is set out in the Schedule to this Notification.
7. [Public body] consider that the decision complies with the requirements of sections 45 to 50 of the Act, as appropriate and relevant to the proposals.
8. In making the decision, [public body] has considered and acted in accordance with the six community requirements in section 4 of the Act.
9. A copy of this Notification has been sent to the Secretary of State in accordance with section 50(1)(b) of the Act.
10. The Schedule to this Notification shall form part of this Notification.

Schedule

Decision by [public body] in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Schedule to a Direction published by Ofcom on 14 March 2006 ('the Direction').

	Telephone number	Location	Decision (Object/Consent)	Reason(s)
1				
2				
3				
4				

Letter to the Secretary of State – Final Notification

Telecommunications Team

Department for Culture, Media and Sport

4th Floor,

100 Parliament Street,

London SW1A 2BQ

For the attention of Simon Moseley

Dear Sir

Decision by [public body] in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Schedule to a Direction published by Ofcom on 14 March 2006 ('the Direction').

[Public body], in accordance with section 49 of the Communications Act 2003 ('the Act'), hereby make a decision in response to a proposal by [British Telecommunications plc/Kingston Communications (Hull) plc] for the removal of public call boxes pursuant to Part 2 of the Direction.

Section 50(1)(b) of the Act requires [public body] to send to the Secretary of State a copy of every notification published under section 49 of the Act. A copy of the Final Notification is enclosed herewith.

Yours faithfully

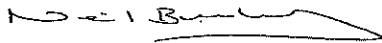
PCB Direction

Notification under section 49(1) of the Communications Act 2003

Notification modifying a Direction imposed on British Telecommunications plc and Kingston Communications (Hull) plc under Condition 3 in Parts 2 and 3 of the Schedule to a Notification published by the Director General of Telecommunications on 22 July 2003 pursuant to the Electronic Communications (Universal Service) Regulations 2003 ('the 2003 Direction').

1. Ofcom, in accordance with section 49(4) of the Communications Act 2003 ('the Act'), made a proposal to modify the 2003 Direction ('the First Notification').
2. A copy of the First Notification was sent to the Secretary of State in accordance with section 50(1)(b) of the Act and to the European Commission in accordance with section 50(6) of the Act.
3. Ofcom invited representations about the proposal set out in the First Notification and the consultation document accompanying the First Notification by 28 September 2005.
4. By virtue of section 49(9) of the Act, Ofcom may give effect to any proposal to modify conditions set out in the First Notification, with or without modification to the proposal, where:
 - (a) they have considered every representation about the proposal that is made to them within the period specified in the First Notification; and
 - (b) they have had regard to every international obligation of the United Kingdom (if any) which has been notified to them for this purpose by the Secretary of State.
5. Ofcom have considered every representation duly made to them in respect of the proposals set out in the First Notification and the accompanying consultation document; and the Secretary of State has not notified Ofcom of any international obligation of the United Kingdom for this purpose.
6. The modification of the 2003 Direction is set out in the Schedule to this Notification.
7. The effect of, and Ofcom's reasons for making, the modification of the 2003 Direction is set out in the accompanying explanatory memorandum and statement.
8. Ofcom considers that the modification of the 2003 Direction complies with the requirements of sections 45 to 50 of the Act, as appropriate and relevant to the proposals.

9. In making the modification of the 2003 Direction, Ofcom has considered and acted in accordance with their general duties in section 3 of the Act and the six community requirements in section 4 of the Act.
10. Copies of this Notification and the accompanying explanatory memorandum have been sent to the Secretary of State in accordance with section 50(1)(b) of the Act and to the European Commission in accordance with section 50(6) of the Act.
11. The Schedule to this Notification shall form part of this Notification.



Neil Buckley

**A person authorised by Ofcom under paragraph 18 of the Schedule to the
Office of Communications Act 2002
14 March 2006**

Schedule

Modification of a Direction imposed on British Telecommunications plc and Kingston Communications (Hull) plc under Condition 3 in Parts 2 and 3 of a Notification published by the Director General of Telecommunications on 22 July 2003 pursuant to the Electronic Communications (Universal Service) Regulations 2003 ('the 2003 Direction').

Part 1: Definitions and Interpretation

1.1 For the purpose of interpreting this Direction the following definitions shall apply:

"Relevant Public Body" means:

- a) In relation to England, the relevant local District Council (in two-tier local authority areas), London Borough Council, Metropolitan Council, Unitary Council, the Corporation of London or the Council of the Isles of Scilly;
- b) In relation to Northern Ireland, the Unitary District;
- c) In relation to Scotland, the Unitary Council;
- d) In relation to Wales, the County or County Borough Council; or any successor bodies or organisations from time to time.

"Site", in relation to a Public Call Box, means any area within a walking distance of 400 metres from that Public Call Box; and

"The Universal Service Notification" means a Notification published by the Director General of Telecommunications on 22 July 2003 pursuant to the Electronic Communications (Universal Service) Regulations 2003 designating British Telecommunications plc and Kingston Communications (Hull) plc as universal service providers and confirming the universal service conditions;

"Universal Service Provider" means British Telecommunications plc and Kingston Communications (Hull) plc";

- 1.2 Except insofar as the context otherwise requires, words or expressions shall have the meaning assigned to them in this Direction (including in the Parts) and otherwise any word or expression shall have the same meaning it has in the Act the Universal Service Notification (including in the Annexes) the Universal Service Regulations or the Condition as appropriate.
- 1.3 For the purpose of interpreting this modified Direction:
- (a) Headings and titles shall be disregarded; and
 - (b) The Interpretation Act 1978 shall apply as if this Direction were an Act of Parliament.
- 1.4 This Direction shall take effect on the day it is published.

Part 2: The Direction

Complete removal of Public Call Boxes and/or Call Box Services from a Site

- 2.1 The Universal Service Provider shall not remove or re-site any of its Public Call Boxes and/or cease to provide Call Box Services where such removal re-siting or cessation of provision would result in the complete removal of Public Call Boxes and/or Call Box Services from a Site unless the requirements set out in paragraphs 2.2 to 2.4 of this Direction have been satisfied.
- 2.2 The Universal Service Provider shall display a notice in a prominent place on the Public Call Box which it proposes to remove or re-site and/or to which it intends to cease to provide Call Box Services informing the public of the proposed change and setting out ('the payphone notice'):
- a) The nature and effect of the proposal;
 - b) The period within which members of the public may make representations about the proposal, which shall be 42 days after the day on which the notice is first displayed;
 - c) A free-call telephone number which can be used by the public to check the location of the nearest alternative Public Call Box providing Call Box Services; and
 - d) The Relevant Public Body to whom representations may be made about the proposal.
- 2.3 The Universal Service Provider shall give written notice of its proposed removal or re-siting of a Public Call Box and/or the cessation of the provision of Call Box Services to the Relevant Public Body setting out ('the written notice'):
- a) The nature and effect of the proposal;
 - b) Any information in support of the proposal;
 - c) The date on which the payphone notice was first displayed on the Public Call Box (and provide a copy);
 - d) A web link to Ofcom's guidance on procedures for the complete removal of public call boxes and/or call box services from a site; and
 - e) That objection may be made to the Universal Service Provider by the Relevant Public Body.
- 2.4 The Universal Service Provider shall not bring its proposal into effect if it has received any written objection to the proposal by the Relevant Public Body within the period ending 90 days after the day on which notice was given under paragraph 2.3.

Cash payment

- 2.5 The Universal Service Provider shall ensure that at least 70 per cent of Public Call Boxes providing Call Box Services shall offer cash payment facilities.

Request for new Public Call Boxes

2.6 In considering a request for the provision of a new Public Call Box and related Call Box Services in order to meet the reasonable needs of a local community the Universal Service Provider shall take into account:

- a) The size of the local community which is said to require the provision of a new Public Call Box and related Call Box Services;
- b) The quality of housing which exists in the said local community; and
- c) The distance from an existing Public Call Box to the proposed new Public Call Box.

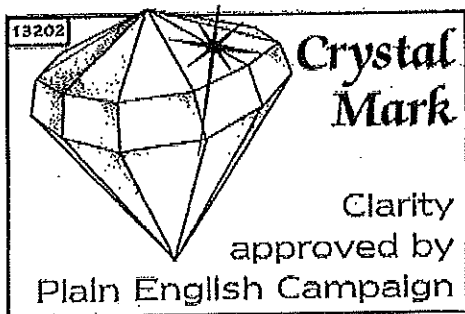
2.7 The Universal Service Provider shall allocate a score to the proposal as appropriate by reference to each of the factors in paragraph 2.6 and shall decide whether or not to grant the request on the basis of the total score. The available scores are:

Size of community	Score	Housing type	Score	Access to existing PCB	Score
<100	1	Quality private	0	Within 5-10 minutes walk	1
100-200	2	General private	2	Within 10-15 minutes walk	3
200-500	3	Private rented or multi-occupancy	4	No provision within one mile	4
500+	4	Good social housing	4	No provision within three miles	5
		Poor social housing	6	No provision within six miles	6

2.8 Where the total score is 10 or more the Universal Service Provider shall grant the request for a new Public Call Box and related Call Box Services. Except in exceptional circumstances, where the total score is eight or less the Universal Service Provider need not grant the request. Where the total score is nine the Universal Service Provider shall give due consideration to the request and shall grant the request if appropriate.

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Introduction

There are many people who rely on the UK's 67,000 public call boxes (known as 'call boxes' or 'phone boxes').

For some people, who don't have any kind of phone of their own, phone boxes are a lifeline. For others, they're useful if they find that their mobile phone isn't working. Most phone boxes – around 64,500 – are owned by BT.

Our research shows that over 33% of adults use phone boxes from time to time, while 7% use them regularly. They're most popular with:

- young people;
- people on low incomes;
- people with mobiles but no home phone; and
- people who have no phone at all.

They're especially important in areas where mobiles don't work, and in any community where there are disadvantaged people.

Even so, people aren't using phone boxes like they used to. The money that BT received from phone boxes went down by nearly half between 2000 and 2006. In fact, BT say that six out of 10 of their phone boxes are losing them money. This is why they've launched a programme to reduce the number of phone boxes.

However, unlike a normal business, BT can't just take away services for reasons linked to money. They have a duty, known as the Universal Service Obligation (USO), to provide a reasonable number of working phone boxes where they're most needed.

In 2005, we carried out a study of phone boxes. We wanted to be able to strike the right balance between the number of call boxes that the public actually needs, and BT's wish to remove phone boxes that lose them money. This booklet explains the rules that BT must now follow if they want to remove the only phone box in a local area, and the important role that local authorities play in that process. (In the Hull area, these same rules apply to Kingston Communications, which owns the phone boxes there.)

This booklet gives you a simple summary of those rules. If you need to know the fuller details, or want to ask for a new box in your area, please turn to the end of this booklet.

Removing Public Call Boxes: a guide to the rules

Removing a phone box - what BT have to do first

Our rules come into play when BT want to remove the one and only call box from a site. By 'site', we mean a 400-metre walking distance surrounding a call box. This means that if there are two phone boxes within 400 metres' walk of each other, BT can take one away without following our rules. However, if they want to take away the last one as well, they have to follow an agreed process.

BT have to display a notice on the call box, to tell the public:

- that they are planning to remove this particular phone box;
- the name of the local authority where people can object (within 42 days); and
- a freephone number people can call to find out the next nearest phone box.

As well as letting the public know, BT must tell certain organisations about their plans to remove the call box. These organisations include, in England:

- district councils;
- metropolitan councils;
- London boroughs;
- unitary councils;
- the Corporation of London; and
- the Council of the Isles of Scilly.

In Scotland, these organisations include:

- unitary councils.

In Wales, these organisations include:

- county councils and county borough councils.

In Northern Ireland, these organisations include:

- unitary districts.

BT must tell them:

- details of the call box they want to remove;
- why this is reasonable, with any information to back up their view;
- the date BT posted the notice on the call box;

Removing Public Call Boxes: a guide to the rules

- that there is a web link to our guidance on procedures; and
- how the local organisation can make any objections to BT.

If the local organisation then writes to BT within 90 days to object, setting out their reasons, BT cannot remove the call box. This is known as the 'local veto'.

What does the local public organisation do?

When BT announces plans to remove a phone box, it is the local organisation's job to decide whether to use its local veto to object. To do this, they must first ask the views of the local community by carrying out a consultation process. The notice posted by BT on the call box may also invite local comments. The local organisation will then announce their first decision, and ask for people's opinions on it, before arriving at their final decision a month or so later.

We don't lay down rules on how local organisations should go about testing the true feelings of their local area. However, we would normally expect their consultations to involve other public organisations, such as the parish or community council or, in Northern Ireland, local community groups.

This makes for an open and fair process, with all the local councils fully involved in the decision-making process. Also, local organisations usually have systems in place to make sure that the voices of the local communities and neighbourhoods are heard. The local organisation must also work within the terms of the Communications Act 2003. This means that they must be able to justify their decisions, as well as encourage competition and look after the interests of us all as citizens.

Below, we look at how they go about reaching their decision.

What to consider

Once the local organisation has heard back from their various consultations, we recommend they look at the area that surrounds the phone box and the people who live locally and consider the following.

Who lives there?

The type of local housing around a phone box may say how important it is to the area. If it's surrounded by people who own their homes, there's a fair chance they have home phones or mobiles as well. However, if the neighbourhood has

Removing Public Call Boxes: a guide to the rules

mainly rented properties, social housing or residential-care homes, it could be that there are people on low incomes who need that phone box.

Emergency calls

Many people feel reassured that phone boxes are available if there's an emergency. This can range from 999 calls to being able to call for help if your car breaks down. The local organisation needs to think about whether a particular phone box is more likely to be used for emergency calls than another. If, for example, the call box is near a known accident blackspot, it may strengthen the argument for it to be kept.

What are the takings?

Whether it's a shop, a pub or a phone box, the amount of money people spend on a local service is a sign of whether it's important to them. BT may be able to show how much business a particular phone box is getting. If it's a very low figure, this may support their case to remove it.

The procedure for publishing a notice

After the local organisation has weighed up the views they received from the first consultation, they must follow a special procedure. This happens in two stages.

In stage one, the organisation publishes their first notice. This notice will say whether they agree or object to BT's plan to remove the phone box, and their reasons why. We recommend that the local organisation waits at least 42 days after BT first announced their plans before they publish this notice.

The local organisation then allows at least one month to receive comments back on their decision, and to consider those comments. They must then publish their second notice (known as the 'final notice'), which sets out their final decision and the reasons behind it.

The local organisation must make sure that these notices reach all the local people who are affected by them. Like the consultations, we'd expect other local public organisations to be involved, such as the parish or community council or, in Northern Ireland, local community groups. BT and the Department of Trade and Industry must also receive these notices.

Appeals

If a local organisation objects to a phone box being removed, there is an appeals system. The case would then be considered by the Competition Appeals Tribunal.

The option to pay with cash

Many people prefer to use cash for the calls they make in phone boxes, instead of credit or phone cards. For this reason, at least seven out of ten boxes must offer cash payment facilities.

When BT does take away the option to pay by cash, we expect them to make sure that people can always make emergency, freephone and reverse-charge calls. We would also expect, unless there's a very good reason, that these phone boxes accept debit and credit cards.

We expect BT to 'sound out' local organisations before they take away cash facilities.

Asking for a new public phone box

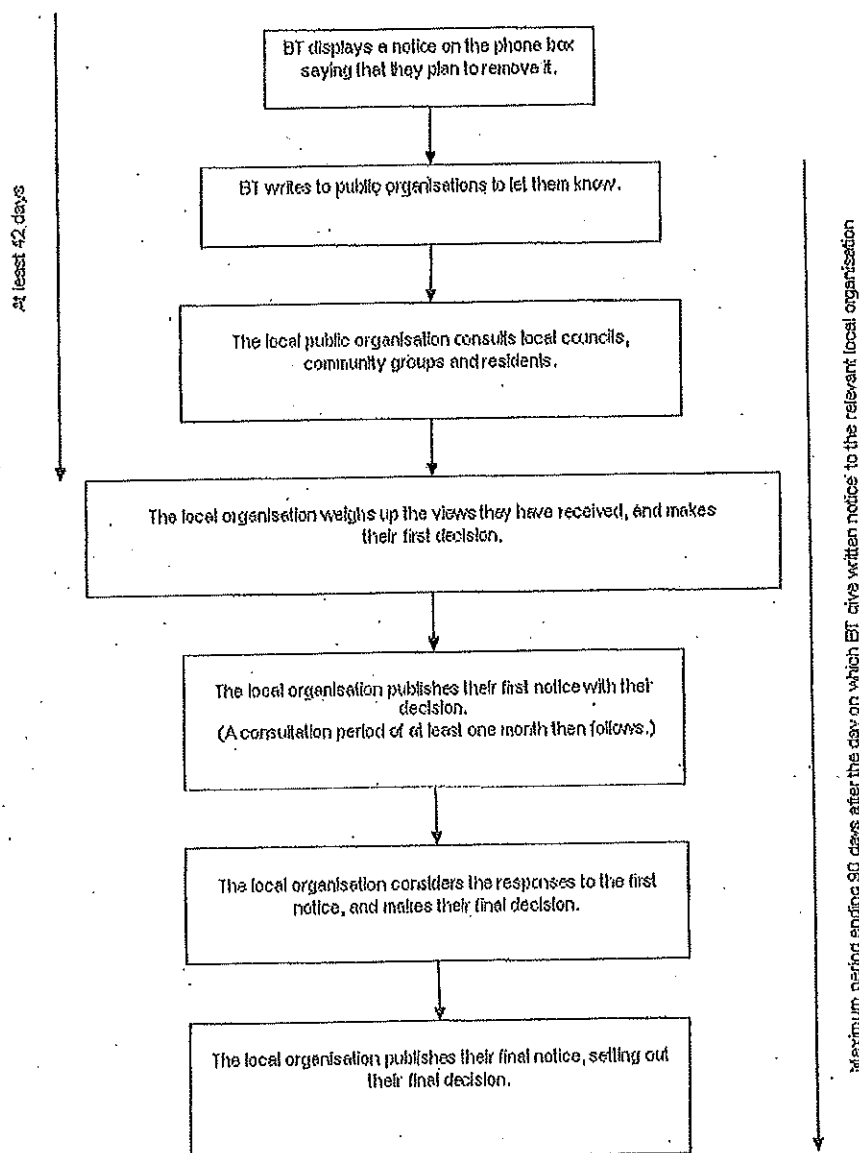
You can also ask BT to install a call box on a new site. They weigh up each request by looking at:

- the number of people the new call box would serve;
- the type of housing in that community; and
- the distance between a call box already there and the possible new site.

To reach a decision, BT uses a scoring system under rules we have set. They give the higher scores to large local communities with a high percentage of social housing, and where there's no phone box nearby. You can find full details of this scoring system on our website.

Removing Public Call Boxes: a guide to the rules

The process for removing – or keeping – a public call box (phone box)



Removing Public Call Boxes: a guide to the rules

Would you like to know more?

If you'd like to see the full rules about removing a call box, please log on to:

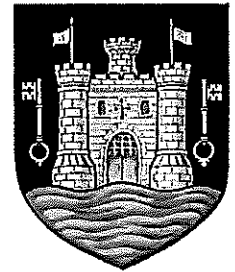
<http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/callboxdirection.pdf>

Local organisations carrying out the consultation process should look at the rules and guidance on our website. Here there are examples of notices, and letters to be sent to the Department of Trade and Industry.

<http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/removals.pdf>

You can see the process for new phone boxes and the scoring system for requests at:

<http://stakeholders.ofcom.org.uk/binaries/consultations/uso/statement/requestcallbox.pdf>



PAYMENTS TO COUNCILLORS

TOTNES TOWN COUNCIL

REVIEWED JULY 2019

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

Background

The elected members of Totnes Town Council may receive an allowance in recognition of the time, work and costs involved in representing the people of Totnes. This allowance is not to be confused with expenses or with training and travel costs, all of which are defined below. In order to qualify for this allowance, Councillors must attend 75% of Full Council and committee meetings during the 12 months prior to the payment being made. Councillors who start part way through the year will receive a pro rata allowance assuming they have attended 75% of the meetings as detailed above during their time. Co-opted Councillors are not eligible to receive this allowance.

Councillor Allowances

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

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

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

Town Councillors will be required to declare their allowance to HMRC through the Town Council PAYE system.

Councillors Expenses

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

Councillor Training and Travel

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

Rates set by South Hams District Council

Parish Basic Allowance

The formula recommended by the Parish Remuneration Panel at its last meeting calculates an allowance based on a percentage of the district basic allowance (now fixed at £5,254 per annum) and the size of the electorate.

This has now been updated for 19/20 as follows:-

Electorate	% of District Basic Allowance	Amount per Councillor
5,001 – 10,000	7.5%	£394.05

Parish Allowance for Chairman / Mayor / Leader

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

Travel and subsistence

The main rates are:

(a) Travel Allowances

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

(b) Subsistence Allowances

If a town or parish councillor is away from their usual place of residence for more than four hours, they can claim £10.00 towards their breakfast, lunch and/or evening meal.

Totnes Town Council Protocol for the Civic Budget & Mayoral Allowance

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

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

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

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

Expenditure which is allowed:

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

These may include:

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

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

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

These may include

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

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

These may include

- ❖ Christmas reception

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

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

These may include

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

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

Expenditure which is not allowed :

The Civic budget must not be used to pay for

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

Reporting and monitoring procedures:

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

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

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

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

March 2017, reviewed July 2019