

**AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL**  
**MONDAY 7<sup>TH</sup> OCTOBER 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 7<sup>th</sup> October 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 and vote on whether to agree.	Cllr J Sweett
2	The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.	
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>	a) Cllr Hodgson b) Cllr Birch
4	To receive a verbal update from Keith Rennells in relation to a possible biodiversity scheme in the Cemetery.	Keith Rennells
5	To receive a verbal update from Ben Cattrall regarding the Christmas Festival nights.	Ben Cattrall
6	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 2 <sup>nd</sup> September 2019 b. Council Matters 9 <sup>th</sup> September 2019 c. Town Matters 16 <sup>th</sup> September 2019 d. Planning 19 <sup>th</sup> September 2019	To follow To follow Enclosure Enclosure
7	To consider any matters arising from the Minutes <u>and to approve any recommendations</u> from Committees <i>(Please note confidential recommendations can be agreed but any discussion must be held in Part 2):</i> a. Full Council 2 <sup>nd</sup> September 2019 b. Council Matters 9 <sup>th</sup> September 2019 c. Town Matters 16 <sup>th</sup> September 2019 d. Planning 19 <sup>th</sup> September 2019	To follow To follow Enclosure Enclosure
8	To review committee, working group and link councillor positions: a. Request from Cllr Vint to join the Climate Change Working Group, Town Matters and Planning. b. Request from Cllr Allford to swap her link councillor role of environment and sustainability to elderly and vulnerable, to resign from the Climate Change Working Group, to resign from the Network of Wellbeing and to be added to the Totnes Allotment Association. c. Vacancy on KEVICC Foundation Governors.	
9	Motion from Cllr Hodgson - That this Council amends its original Declaration of a Climate Emergency to include recognition of the impending sixth great extinction of our wildlife that is currently taking place. The original declaration will be amended to read "Totnes Town Council Declares a Climate and Ecological Emergency".	Cllr Hodgson
10	Motion from Cllr Vint - That in accord with this Council's declaration of a Climate Emergency the Council signs the Devon Climate Declaration and notifies Devon County Council and the Devon Climate Emergency Response Group of this decision.	Cllr Vint
11	To consider the draft Neighbourhood Plan and any actions, delegation and expenditure required.	Enclosure

12	To consider a draft timetable and process budget setting 2020/21: <ul style="list-style-type: none"> <li>Monday 14<sup>th</sup> October 19 - Community budgeting survey format considered by Council Matters</li> <li>Monday 4<sup>th</sup> November – Community budgeting survey format agreed by Full Council</li> <li>5<sup>th</sup> November – 5<sup>th</sup> December – Consultation open on budget process</li> <li>Monday 9<sup>th</sup> December – Council Matters considers draft 2020/21 budget for recommendation to Full Council (including feedback from Community Budgeting process)</li> <li>Monday 6<sup>th</sup> January 2020 – Full Council consider setting the 2020/21 budget and precept required</li> </ul>	
13	To note the deadline for submissions to the Clerk for inclusion in December 2019 issue of the Totnes Directory is 1st November by 5pm.	
14	To receive a verbal update from the Town Clerk regarding any issues from the SLCC National Conference that are pertinent to the Town Council.	Town Clerk
<i>The Council will be asked to <b>RESOLVE</b> 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 discuss any confidential items from the Council Matters minutes.	
17	To note the date and time of the next meeting: <b>Monday 4<sup>th</sup> November 2019. Public session from 6.30pm in <u>The Guildhall.</u></b>	

Catherine Marlton

Town Clerk

**County Councillor's Monthly Report Cllr. Jacqi Hodgson - Date of Report: 1<sup>st</sup> October 2019**  
**County Councillor for Totnes & Dartington**  
 (incl. Harberton, Harbertonford, Staverton, Landscope & part of Berry Pomeroy)

**Key Issues Devon County Council: At Cabinet meeting on 11<sup>th</sup> September**, Cabinet considered the Report of the County Treasurer. This Report outlined the monitoring of the financial position and forecast for the Authority at Month 4 (to the end of July) of the financial year and updated Members on the Chancellor's Spending Round 2019.

"The total projected overspend at Month 4 was £4.3 millions. However, this assumed the projected Special Educational Needs and Disabilities (SEND) funding shortfall of £15.8 millions was not dealt with in the current financial year and thus had no impact on the outturn position. It also assumed that planned contributions to reserves of £8 millions were not made this financial year. Without these two adjustments the projected overspending would be £28.1 millions.

Adult Care and Health Services were forecast to overspend by £6.7 millions, which included £982,000 of management actions yet to be delivered but which were still considered achievable.

Children's Services were forecasting an overspend of £4.8 millions. However, this figure took no account of a projected funding shortfall of £15.8 millions on SEND which was explained in sections 3.8 and 3.9 of the Report.

Highways, Infrastructure Development and Waste were forecasting an underspend of £540,000 at Month 4, Communities, Public Health, Environment and Prosperity (COPHEP) a small underspend of £6,000 and Corporate Services an overspend of £2.8 millions.

The approved capital programme for the Council was £147.2 millions which incorporated amounts brought forward from 2018/19 of £29.5 millions, and in year additions of £6.8 millions. The year-end forecast was £131.7 millions, producing forecast slippage of £15.5 millions, mainly attributable to variations and programme delays in Planning and Transportation (£9.8 millions net slippage) reflecting the complexity of the major schemes within this Service.

In relation to the Spending Round 2019 on 4th September 2019 (the devil being in the detail), the key headlines for the Council were £1.5 billion extra for social care, but it was clear that £0.5 billion of this included the discretionary power to raise up to 2% from Council Tax as a Social Care Precept. Depending on the formula, the Authority's portion could be £22-23 millions of which approximately £8 millions would come from a 2% increase in Council tax.

In relation to Schools Funding, there was £7.1 billion extra by 2022/23. Every secondary school would be allocated a minimum of £5,000 per pupil next year, and every primary school at least £3,750 per pupil increasing to £4,000 per pupil the following year. This was approximately £20 millions of additional funding for Devon's schools over the 2 years with £11.7 millions in 2020/21 and a further £9.5 millions in 2021/22.

There was also additional money for Special Educational Needs and Disabilities with the Council's share of approximately £8.6 millions. For Core Funding, there was no information other than the usual inflationary increase in Business Rates funding and a headline that no Government Department's funding would be cut next year. The Provisional Local Government Settlement was expected in December, as normal.

This report demonstrated that Education and Social Care Services for both Adults and Children were operating under huge financial strain. The need for those services was growing both in terms of cost and complexity against a background of unprecedented political uncertainty. The Council expressed it would need to show resolve and ingenuity to ensure it maintained the balance between funding services sufficiently and retaining its financial sustainability."

**Devon Investment & Pension Fund Committee Meeting 13<sup>th</sup> September.** I attended and spoke at this meeting further to my original motion in December 2017 and subsequent attendance at this Committee meeting in February 2018, where I had requested that DCC Pension Fund divests its investments from Fossil Fuels. In February 2018, "the Investment and Pension Fund discussed its role as a responsible shareholder and set out a number of positive changes to strengthen its policy. These included improved reporting on voting and engagement activities across a range of issues, including climate change, becoming members of the Institutional Investors Group on Climate Change and committing to working with the Brunel Pension Partnership to develop reporting on the carbon footprint of the Fund's investments."

"Within the next couple of years, over 95% of the Fund's assets will be managed by Brunel. In relation to the issue of climate change, this means that the approach taken by Brunel, working in partnership with its client funds including Devon, will be of growing importance. Brunel believes that climate change poses risks to global financial stability, and has issued a climate change position statement that sets out that all of Brunel's portfolios, across all asset classes, will be carbon and climate aware. The Brunel approach addresses climate change by focusing on the issue across all their investments, not just on fossil

fuel extraction companies. Brunel are committed to being transparent about the carbon exposure of their investments by undertaking carbon footprints and fossil fuel exposure analysis for each listed equity portfolio. They believe that the Fund is able to exercise more significant influence on climate change policies by remaining a shareholder and engaging with the companies concerned via LAPFF, the Brunel Pension Partnership and external fund managers. However, the Fund also expects the carbon footprint of its investments to reduce over time as a result of the investment approach undertaken by Brunel."

On 12<sup>th</sup> Sept.'19 The Committee considered the Report of the County Treasurer on an update on the current position and direction of travel with the transitioning of the Fund's assets from existing external fund managers to the Brunel Pension Partnership. The Report outlined Brunel's approach (detailed in their Position statement, attached separately) on how it was addressing climate change. However, pending the full transition, the Devon fund currently had no data on the carbon footprint of its investments and a proposed analysis as at 31 March 2019 would provide a useful benchmark. **The Pension Fund Committee resolved that (a) that the Climate Change Position Statement issued by the Brunel Pension Partnership be noted; and (b) that the undertaking of an analysis of the Fund's carbon footprint as at 31 March 2019 be approved and additional fee approval be authorised by the County Treasurer in consultation with the Chair, and the outcome (including methodology and detailed assessments) be reported to a future meeting of this Committee.**

I was very disappointed with this outcome as they agreed to carry out this Carbon Footprint assessment over 18 months ago. Also, that they are not seeking a more proactive and urgent approach to divesting from fossil fuels and reinvesting in renewable energy in line with the more recent DCC Declaration of a Climate Emergency

**Public consultation on the Devon & Somerset Fire Service "Safer Together".** The proposals included reducing the number of fire engines ('pumps') at Totnes Fire Station down from two to one. I made a detailed submission based on concerns raised with me across the DCC division that I represent based on the following key points:

- The proposed options are clearly just a cost cutting exercise in line with the austerity cuts that have been experienced across all public services in the last few years. All the Town and parish Councils and residents I have spoken to are against proposals to cuts in these vital services.
- There is likely to be a substantial impact on the residents of Totnes and the surrounding parishes.
- The reduction in services as proposed would substantially increase the risk in the event of a fire incident.
- The longer it takes a Fire services vehicle to reach a fire, particularly in rural areas, the higher the risk to life and property.
- There is a rising increase in the number of older people living in South Devon and there exists a number of residences for older persons, including specialist homes for persons suffering from dementia and Alzheimers. These residents would be particularly at risk of fire and where there was any delay in the arrival of a Fire services, time would be a matter of life or death or severe injury from smoke inhalation.
- Such risk creates anxiety.
- The lack of new Fire Officers coming forward and being trained for service, is due in part to changes and the reduction in the number of businesses that can afford to manage and stay open when a major local fire requires their staff who are Fire Officers to respond to emergency calls. An increase in the allowance being paid to part-time Fire Officers would enable those who are perhaps self-employed or share parenting to apply to join your force.
- Another option would be to employ more full-time staff at the Fire Stations but perhaps share the services and location with other emergency services such as Ambulance and Police response teams.
- Devon County Council and all the District Councils in Devon, plus a number of town and parish councils have declared a Climate Emergency. The risk of increasing temperatures as demonstrated in the past five years being the warmest on record has in turn increased risk of fire due to water drought which creates fire risk from both dryer herbage and buildings as well as less water being available to tackle fires.
- The changes to climate also pose an increased risk of flooding, If the services need to travel longer distances, they may not be able to reach their destination due to flooding and this put lives at risk.
- While risk to biodiversity may not be the direct work of the Fire services, the loss of biodiversity puts us all at risk due to food supplies, air quality etc etc. Wild fires when they spread are extremely dangerous and need Fire Fighters within easy access and at sufficient staffing levels to provide emergency response.
- As a County Councillor I was extremely disconcerted to learn that Fire and Emergency Services refused to attend a DCC Scrutiny meeting in September where questions regarding these cuts could have been asked directly and perhaps alternative proposals and options could have been discussed and considered.
- I sincerely hope that you will reconsider your proposed options, and instead of cuts seek further government funding to ensure that a comprehensive and safe Emergency Fire and Rescue services across Devon and Somerset can continue to provide the vital services needed.

#### **LOCAL MATTERS:**

**Illegal Traveller Camps and Residential Vehicles:** There has been a recent increase in the number of these illegal camps in this area (which has one of the highest number in South Hams). Despite my requests to both SHDC and DCC over the past few years, in particular last year when the Joint Local Plan was being finalised and I called for these residents to be

accommodated in the plan, no properly designated and serviced sites to meet this need have been proposed or developed.

In response to the new arrivals in this area, I requested and met with a DCC officer who works with the Public Health team. She informed me that DCC has been having meetings with SHDC officers to try and find possible sites for both temporary, transit and permanent sites for these residents. There are two key issues outstanding in resolving this issue, lack of suitable sites and a mis-match between the assessments of the number of pitches needed: i.e. SHDC estimates 3 pitches required, DCC estimates 85 pitches are required. This difference is based on the different recognition where SHDC uses the Government definition, which excludes those not considered to be persons from this recognised ethnic minority (<https://researchbriefings.parliament.uk/ResearchBriefing/Summary/SN07005>). Those not considered to be Gypsies and Travellers are considered to be rough sleepers, and housing accommodation is sought for those who it defines on that basis. DCC recognises all those persons who set up illegal camp or roadside residence in a vehicle and is concerned about their wellbeing and needs for an appropriate site according to their preference for a transit or permanent site. It is my view that the Government's definition and SHDC view and failure to respond expediently to this growing need, is based on unfair discrimination and is leading to a failure to properly address the real-life situation we find in this area.

Last year, further to my requests and questions to both SHDC and DCC meetings and officers, I was assured that SHDC would follow Teignbridge's model and establish a District wide Traveller Forum. (This Forum has led to the highly successful Traveller site at Haldon and a very helpful system for discussions and options about this issue). However, to date this has not been taken forward at SHDC and is very clearly needed to assist the current concerns and rising need for suitable sites. Without this local friction and anxiety develops between the illegal campers and settled residents living nearby, a situation exacerbated by DCC's policy of Move To rather than Move From, i.e they will only move illegal campers if they have somewhere to move them to as to do otherwise simply leads to a lot of expenditure of public monies on legal orders and evictions which can simply lead to the illegal camp being moved just meters up the same road side and the process starting all over again. Without a proper place to move illegal camps to, legal processes can be simply a waste of public money. I am deeply concerned about this failure of SHDC and DCC to develop sites to resolve this problem. Last week at my meeting with the DCC officer, I suggested we visit 3 local sites in Totnes that could potentially be used as temporary sites for these illegal roadside campers. These sites are now being investigated and I will continue to pursue this issue for more permanent resolution to meet this clear residential accommodation need.

**Climate Emergency Plan meeting & Community Action event - Sat 22nd September:** Version 6 of the Climate Action Plan had been distributed in advance of the meeting which included the outcomes from the public event held in Totnes on August 10<sup>th</sup>. The meeting discussed these outcomes and the proposed **week-long public exhibition and events from 3<sup>rd</sup> - 9<sup>th</sup> November** which will be held in Totnes Guildhall. It is the intention that the activities and discussion sessions held during that week will produce a first draft of a comprehensive Climate & Ecological Emergency Action Plan for the Town that will have support, involvement and commitment from all sectors of the Town. This draft plan would then be presented to Totnes TC at its December meeting for approval and implementation. Followed by a **Totnes Wombles Litter Pick around the town**

**Totnes & District Traffic & Transport Forum (25.09.19)** in line with the work of both the Totnes Neighbourhood Plan and the emerging Climate Emergency Action Plan for Totnes, the meeting considered the priorities for the town and visions for 2030 and actions that would lead to them to realise these objectives. A lot of the discussion focussed on the Town Centre and next steps for the Shared Space provisions that had met a consensus of local approval. The role of the Green Travel Coordinator that would be funded by Baltic Wharf development (106 monies) was seen as a critical opportunity to support these measures.

**Totnes Travel Partnership mtg. (01.10.19)** This was the first meeting of this group held since the May elections. It meets to discuss and monitor new development (106) monies that can be allocated to highways projects in Totnes and environs. The 106 monies from the redevelopment at Baltic Wharf which is now almost at 90% occupancy and due to trigger these monies for projects was discussed. The outcomes of a survey of the new residents on their travel modes and preferences was discussed along with further sustainable transportation proposals including the Green Travel Coordination for this development and the new residents as well as a Green Travel Coordinator for the town that formed part of the 106 agreement was discussed.

**Attendance at meetings etc. as elected public representative:**

- |                  |  |
|------------------|--|
| Weds 4th Sept.   | Meeting with Totnes Community Development Society - Trustees of Totnes Mansion<br>Staverton PC meeting   |
| Thurs 5th Sept.  | Meeting with Transition Town Totnes & Totnes Extinction Rebellion group to discuss the Totnes Climate Emergency Action Plan<br>DCC Climate Emergency Action Plan Scrutiny Working Group meeting (I'm now part of this) |
| Friday 6th Sept. | Meeting with Totnes resident & T.Cllr to discuss 5G health studies   |
| Sat. 7th Sept.   | Totnes Rural Area Youth Engagement (TRAYE) project Steering Group meeting<br>Totnes Pride Festival - the largest attendance yet!   |

- Mon 9th Sept. Attendance at DCC School Transport panel to support local parent  
South Devon Refugee Support Network meeting
- Tues 10<sup>th</sup> Sept. Caring Town Totnes – Network meeting: outcomes of residents’ survey – very enlightening  
Harberton PC meeting
- Weds 11<sup>th</sup> Sept. Dartington PC meeting
- Thurs 12<sup>th</sup> Sept. Water Resilience Summit – as part of week-long Bio-regional Conference & Journey: excellent  
Talk on understanding & care of wildlife habitats on highways’ verges by MoorMeadows
- Fri.13<sup>th</sup> Sept. DCC Investment & Pension Fund Committee meeting – see detailed report above  
Soundart Studios: Every Child has a Voice Exhibition launch: highly recommended
- Sat. 14<sup>th</sup> Sept. Meadowbrook Extravaganza: wonderful community event
- Mon. 16<sup>th</sup> Sept. Devon Association of Local Councils (DALC) County Committee mtg. Discussed DALC becoming a CIC  
Climate Emergency meeting Wembury: 5 local parishes meeting to consider creating a joint Action Plan  
Staverton Parish Council – Climate Emergency Action Plan inaugural mtg.
- Tues 17<sup>th</sup> sept. Meeting with Totnes Against Trash (TAT) to discuss Wombles Litter pick Action on Sat 21.9.19
- Thurs 19<sup>th</sup> Sept. Celebratory event at Steiner School Dartington to mark 100 years of Steiner Schools: very inspiring.  
Bridgetown Alive! Meeting  
Totnes Community Development Society AGM
- Fri. 20<sup>th</sup> Sept. School Strike and Extinction Rebellion protest; Exeter city centre to County Hall. Over 4,000 attended.
- Sat. 21<sup>st</sup> Sept. Totnes TC Climate Emergency Plan meeting & Totnes Wombles Litter Pick – see report above
- Mon 23<sup>rd</sup> Sept. Meeting with CEO from TRESSOC (Totnes Renewable Energy Society) to consider PV options for Pavilions in Totnes.
- Weds 25<sup>th</sup> Sept. Meeting with DCC Officer regarding illegal camps and residential vehicles in the area.  
KEVICCs Foundation Governors meeting  
Totnes & District Traffic & Transport Forum – see report above
- Thurs 26<sup>th</sup> Sept. Cross-party meeting in Exeter regarding Green New Deal: brilliantly addressed by 2 teenagers
- Fri 27<sup>th</sup> Sept. Totnes Citizens Advice Group – 80<sup>th</sup> birthday celebration  
Dartington Hall Trust – Party in the Town
- Sunday 29<sup>th</sup> Sept. Littlehempston Beating the Bounds – I met them as a neighbouring parish at Hampstead.
- Mon. 30<sup>th</sup> Sept. Meeting with TRAYE (Totnes Rural Area Youth Engagement) project youth workers
- Tues 1<sup>st</sup> October Totnes Travel Partnership meeting – see report above  
Informal meeting with residents of Rattery and South Brent to discuss Climate Action plans

#### Diary Dates

- Weds 9<sup>th</sup> Oct. 10.30am DCC Cabinet Meeting at County Hall
- Sat 12<sup>th</sup> Oct. 9.30am Dartington Village Hall. TRAYE project Steering Group meeting
- Weds 30<sup>th</sup> Oct 6.30pm – 8pm Totnes & District Traffic & Transport Forum mtg (Dartmouth Inn, upstairs)

#### Local Wildlife Workshops: Circulated on behalf of John Green, Energy Officer, Plymouth City Council:

**Garden Connectivity: Living boundaries replacing garden fences, Village Hall, Noss Mayo, 9:30am-12:30pm Saturday 5<sup>th</sup> October**  
<https://www.eventbrite.com/e/garden-connectivity-living-boundaries-replacing-garden-fences-tickets-65086047119?aff=ebdssbdestsearch> **Fiona van Es, Ecologist** Activities: Meet at 9:30am for talk by Fiona on connectivity between gardens and the adjoining landscape. After tea/coffee, begin planting a hedge.

**Hedgehog Friendly Villages, Newton Ferrers Primary School, Wednesday 16<sup>th</sup> October:** <https://www.eventbrite.com/e/hedgehog-friendly-villages-tickets-65352977515?aff=ebdssbdestsearch>

**Wildlife Community of the Year Launch, Surfing Cow, Holbeton, Sunday 20<sup>th</sup> October:** <https://www.eventbrite.com/e/wildlife-community-of-the-year-launch-tickets-65297800479?aff=ebdssbdestsearch>

**Planting Native Trees, Wembury Village Hall, Sunday 27<sup>th</sup> October:** <https://www.eventbrite.com/e/planting-native-trees-tickets-65352680627?aff=ebdssbdestsearch>

*Everyone is welcome and there is no need to book.*

# Addressing Climate Change Position Statement



**Brunel Pension Partnership Limited (Brunel) believes climate change poses significant risks to global financial stability and could thereby create climate-related financial risks to our own business operations, portfolios and client partner funds, unless action is taken to mitigate these risks.**

**The purpose of the position statement is to present the steps already taken by Brunel to address risks and opportunities arising from climate change and to articulate our approach in developing a full Climate Change Policy, for publication by end of 2019.**

Brunel was formed in July 2017 and will manage the investment of the pension assets (around £30bn/\$40bn) of ten Local Government Pension Scheme funds in the UK. We use the name 'Brunel' to refer to the FCA-authorized and regulated company.

Client partner funds (as administering authorities) retain responsibility for Strategic Asset Allocation (SAA) and setting their investment strategies.

Brunel is set up with a wide range of portfolios, which allows clients flexibility to decide their SAA and reflect market developments. We offer a suite of portfolios specifically selected to provide a reasonable level of consolidation, while at the same time giving our clients the freedom to choose how they allocate their assets.

Brunel's investment team takes a long-term view on investment decisions. This view is aligned to our clients' liability profiles and investment objectives. As such, environmental and social risk considerations, along with good governance and stewardship, are integrated into our decision-making processes.

## Investment Principles

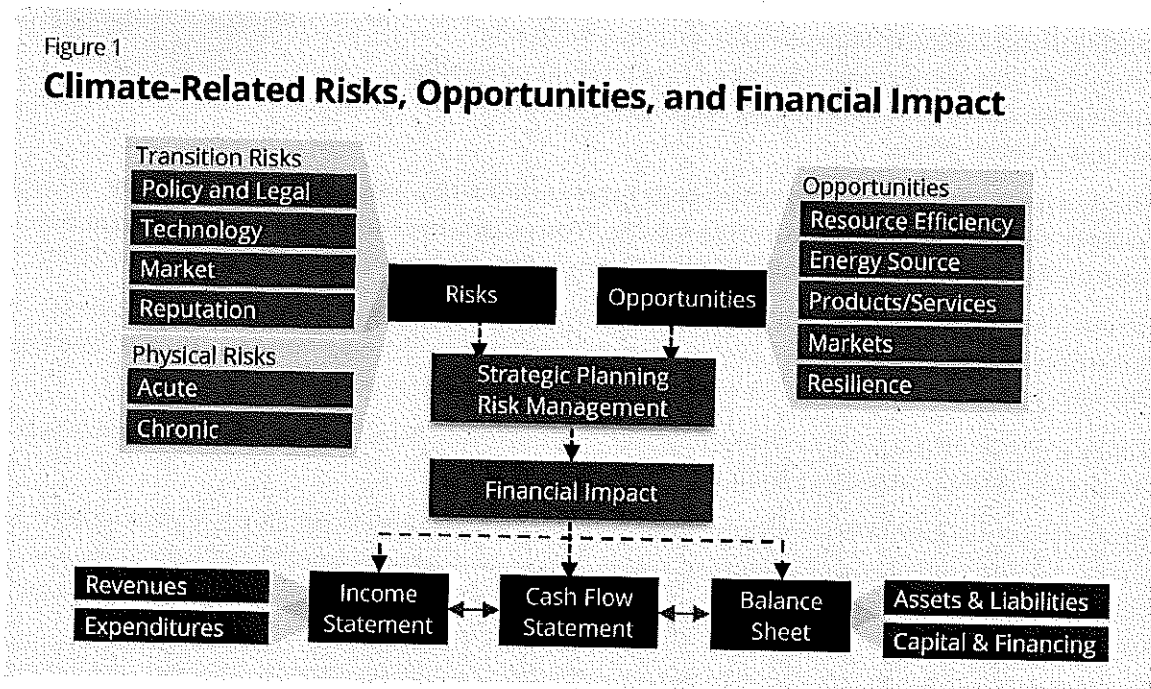
Brunel aims to deliver stronger investment returns over the long term, protecting our clients' interests through contributing to a more sustainable and resilient financial system, which supports sustainable economic growth and a thriving society.

The Brunel Pension Partnership Investment Principles clearly articulate the commitment of each Fund in the Partnership and the pool company Brunel Pension Partnership Ltd to be responsible investors. As such, the Partnership recognises that social, environment and corporate governance (ESG) considerations, including climate change, are part of the processes in the selection, non-selection, retention and realisation of assets.

## To integrate

Our framework for assessing the impacts of climate change encompasses **adaptation** and **physical risks** (the risks posed by the consequences of climatic change) as well as those risks and opportunities arising from the **transition to a low carbon economy** (risks from addressing the root causes of climate change).

### Climate-related risks and opportunities



Reproduced with permission from the ICFD Final Report, Figure 1, page 8, 2017.

As with our approach to responsible investment (RI) more broadly, we recognise that climate change will have impacts across our portfolios and is fully embedded into our manager selection process. **100% of our portfolios, across all asset classes, are carbon and climate aware.** This means we look to all our asset managers to identify and manage climate-related financial risks as part of the day-to-day fund management. The way those risks and opportunities present themselves varies, particularly in evaluating what a portfolio aligned to the Paris Agreement looks like.

We have already taken steps to address climate risk and opportunities in our governance, strategy, portfolio construction and monitoring but recognise there are gaps, particularly in asset classes where data is not widely available or where tools are still being developed.

Brunel does not consider a top-down approach to divestment to be an appropriate strategy for its clients. By integrating climate change into our risk management process, using carbon footprinting, assessing fossil fuel exposure and challenging managers on physical risks, we seek to reduce unrewarded climate and carbon risk. This results in

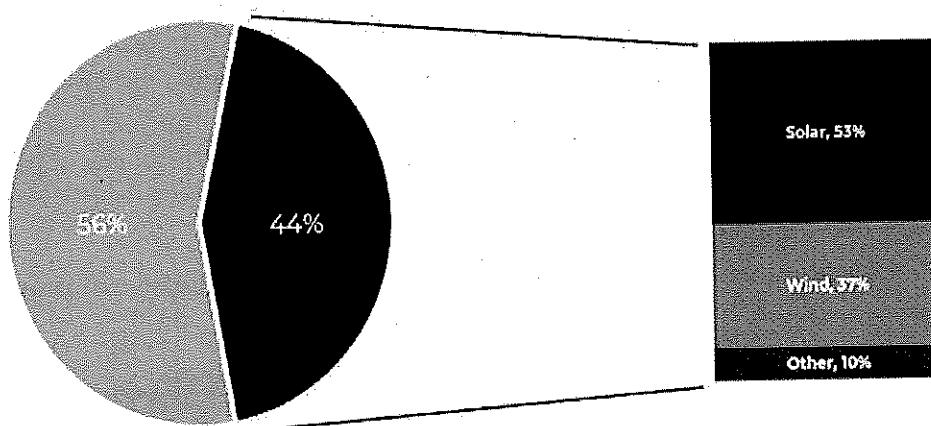


selective disinvestment based on investment risk, supporting our commitment to **decarbonising our listed portfolios**.

**Decarbonisation** is achieved by being selective in the allocation of capital, particularly to carbon intense companies. This process is informed by using the tools identified above in combination with industry and corporate engagement. For example, engagement with electric utility companies about their future strategy on energy sources informs the investment decisions relating to those companies and indeed the relative attractiveness of the sector over time. We are committed to being transparent about the carbon intensity of Brunel Portfolios through the publication of annual carbon footprints and fossil fuel exposure, alongside the development of other carbon metrics.

Climate risks are thoroughly embedded into our fund selection and due diligence process for our private markets' portfolios. We use tools such as the Global Real Estate Sustainability Benchmark to assist in monitoring real estate managers. Sustainable and clean technologies are core themes of our infrastructure investment (see charts below) and are one way that Brunel is providing clients with access to positive climate impact investment opportunities.

### Brunel Infrastructure Portfolio



**Infrastructure: GBP 518m**

■ Generalist ■ Renewables

Brunel private markets strategy is to commit 35% of the Infrastructure portfolio to renewable energy funds. Given that some clients have expressed a desire to commit a larger portion, the effective allocation to renewables is c44% of the total commitments. The chart is based on expected technology mix within renewables funds that Brunel has committed to as at April 2019.

We are currently rolling out explicit **integration of climate risk assessment into the roles and responsibilities** of our Board, executives and other key personnel. This will form part of our implementation of our Senior Managers and Certification Regime (SM&CR).

A core component of our approach is active engagement with underlying companies through our asset managers, engagement and voting specialist, and collaborative forums with other investors. Brunel will undertake some direct engagement, but this is expected to be limited during the transition of assets to Brunel. Our specialist engagement provider tracks and reports their engagement activity each quarter. We are establishing wider tracking and reporting to provide more comprehensive coverage.

### **To collaborate**

Collaboration is core to how Brunel looks to deliver its approach. We are members of the **Institutional Investors Group on Climate Change (IIGCC), Climate Action 100+** Principles for Responsible Investment (**PRI**) and the **Transition Pathway Initiative (TPI)**, amongst others. These partnerships contribute to our ability to:

- Identify strategies, tools and techniques to identify and evaluate climate-related financial risks across asset classes
- Engage with policy makers globally
- Integrate best practice guidance into investment decision-making
- Provide expertise and advice to our clients on how climate risk could impact their investment strategies and individual portfolios.
- Identify what actions the underlying companies have disclosed they have undertaken
- Recognise how the company is positioned in relation to policy commitments, such as 2 Degrees and National Determined Contributions (future pathways)
- Collaborate in a forum to engage with the companies
- Collaborate in a forum to exercise voting rights in an effective manner



## To be transparent

The **Transition Pathway Initiative (TPI)** distils the disclosures made by the most carbon intense companies. Transparency is central to our ability to evaluate companies' approaches to managing the low carbon transition risks. We use this framework to prioritise engagement activities and inform our voting policy (see Stewardship policy extract below).

Brunel advocates strongly for improved transparency and will disclose in line with the recommendations of the **Task Force on Climate-related Financial Disclosure (TCFD)**. Our tender process includes asking about capacity and intention to report in line with the Task Force on Climate-related Financial Disclosures (TCFD) requirements. We published our first TCFD report in our **2018 Annual Report and Financial Statements**.

We require all listed equity asset managers to undertake their own fossil fuel exposure and carbon footprinting. **We currently undertake carbon footprints and fossil fuel exposure for each listed equity portfolio and will publish aggregated carbon metrics in our Annual Responsible Investment and Stewardship Report.** We are developing capability to provide client-specific carbon footprints and fossil fuel exposure and are working toward carbon positive metrics e.g. green revenues.

We are looking to develop a range of disclosures to demonstrate that we are delivering on our commitments. These will support client beneficiary and stakeholder communication.

### Stewardship Policy Extract

#### Climate Change

We expect companies to effectively identify and manage the financial material physical, adaptation and mitigation risks and opportunities arising from climate change as it relates to entire business model.

We expect each company to put in place specific policies and actions, both in its own operations and across its supply chain, to mitigate the risks of transition to a low carbon economy and to contribute to limiting climate change to below 2°C. We expect disclosure of climate-related risks and actions to mitigate these in line with latest best practice guidelines, such as those of the Financial Stability Board's Taskforce on Climate-related Financial Disclosures (TCFD). This should include an assessment and scenario analysis of possible future climate change risks in addition to those that have already emerged. Companies will be measured against the Transition Pathway Initiative (TPI).

We engage actively on the identification and management of physical and adaption risks, with a focus on specific companies/ sectors who are most financially exposed. We will use our vote to reinforce this engagement.

We will vote against the re-election of the company chair where a company has not at least reached Level 2 of the TPI framework.

We may use our vote to reinforce engagement with specific companies in relation to climate disclosure with reference to TCFD.

## Moving forward

We are participating in projects with the **Institutional Investors Group on Climate Change (IIGCC)**, which will enable us to progress the practical implications of integrating climate risk assessment across asset classes and evaluate what a 'Paris Aligned' portfolio looks like. In other words, it will identify what portfolio changes would need to happen to align with those goals, but in the context of other financial risks. We plan to develop scenario analysis that will help us identify portfolio impacts from other less optimistic climate change scenarios. This will also support the development of carbon and climate change-related metrics.

We will also be conducting internal analysis to inform a risk-based decarbonisation strategy for listed markets with measurable objectives and targets.

We will have completed our roll out of explicit integration of climate risk assessments into the roles and responsibilities of our Board, executives and other key personnel.

We plan to publish our Climate Change Policy by December 2019.

## Getting in touch

If you have any questions or comments about this policy, please email Faith Ward, Chief Responsible Investment Officer at [RI.Brunel@brunelpp.org](mailto:RI.Brunel@brunelpp.org).

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

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

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19<sup>th</sup> September 2019

Devon & Somerset Fire & Rescue Service,  
Service Headquarters,  
The Knowle,  
Clyst St George,  
Exeter,  
Devon EX3 0NW

Dear Sir / Madam,

**Re: Safer Together 'Have Your Say' Public Consultation**

I have brought this consultation to the attention of the five parish Councils I serve as a County and District Councillor, where many of the Councillors and public in attendance have expressed concerns about these proposed changes and in particular reductions in fire Services across Devon and Somerset.

Further to which I wish to comment on the above public consultation on behalf of myself as their County and District Councillor, and Totnes Town Council as current Town Mayor.

The matter was raised at the July meeting of Totnes Town Full Council at which a number of concerns were raised and it was agreed that a small group of Councillors would seek to discover more information about the likely impacts. Further to that informal discussion, the matter was returned to September Full Council meeting where the following was agreed to be relayed to yourselves:

**Question 1**

1a) Re. Option 1:

Totnes Town council is very concerned about the proposed station closures and would object and rate this at zero on your metrics.

This would reflect concerns regarding the overall cover of fire and rescue services across the area, which in the event of a major incident would leave the services and those its responds to at substantial risk.

1b) Re. Option 2:

Totnes Town council is very concerned about the proposed station closures and would object and rate this at zero on your metrics.

This would reflect concerns regarding the overall cover of fire and rescue services across the area both in terms of loss of fire station closures and the Fire Engines (Pumps) from other stations, which in the event of a major incident would leave the services and those its responds to a substantial risk. The loss of these third Fire Engines would increase the risk to a wider network of Fire Stations and associated services as it reduces the opportunity for back up in terms of emergency and in the event of other Fire Engines breaking down and these third Fire Engines being available to borrow temporarily.

1c) Re, Option 3:

Totnes Town council is very concerned about the proposed loss of second Fire Engines at these stations, and in particular has concerns about the impact of this loss in Totnes. We would object and rate this at zero on your metrics.

This would reflect concerns regarding the overall cover of fire and rescue services across the area, which in the event of a major incident would leave the services and those its responds to at substantial risk. For Totnes this loss could be catastrophic to both life and property, with regard to the latter in particular to the heritage buildings, many of which are timber framed, extremely old and at extreme risk of fire. About 20 years ago a fire that started in one building in the town centre quickly spread and led to a number of other adjoining buildings including the centuries old archway across the town all of which was destroyed. As was seen in the major hotel fire near the cathedral in Exeter in the last couple of years, these fires are very dangerous and must be avoided by ensuring we retain adequate fire services.

Even when there is a single house fire in Totnes, two Fire Engines attend and this therefore requires two fire Engines to be retained in Totnes. Totnes and its sounding 15 parishes comprise over 23,000 residents all of whom depend on adequate fire services for their personal safety and the safety of their property.

Totnes is also at risk of flooding in the lower town area and needs adequate Fire engines to assist in the event of extreme weather.

1d) Re, Option 4:

Totnes Town council is very concerned about the proposed loss of all third and some second Fire Engines at these stations, and in particular has concerns about the impact of this loss in Totnes for all the reasons stated above. We would object and rate this at zero on your metrics.

This would reflect concerns regarding the overall cover of fire and rescue services across the area, which in the event of a major incident would leave the services and those its responds to at substantial risk.

1e) Re, Option 5:

Totnes Town council is very concerned about the proposed loss of Fire Stations and Fire Engines as outlined, and in particular has concerns about the impact of this loss in Totnes. We would object and rate this at zero on your metrics.

This would reflect concerns regarding the overall cover of fire and rescue services across the area, which in the event of a major incident would leave the services and those its responds to at substantial risk and increases the risk of almost any fire becoming a major incident.

1f) Re, Option 6:

Totnes Town council is very concerned about the proposed loss of Fire Stations and Fire Engines as outlined, and in particular has concerns about the impact of this loss in Totnes. We would object and rate this at zero on your metrics.

This would reflect concerns regarding the overall cover of fire and rescue services across the area, which in the event of a major incident would leave the services and those it responds to at substantial risk and increases the risk of almost any fire becoming a major incident. Essentially this option reflects a virtual decimation of any reasonable level of Fire Service and is likely to increase the risk of loss of life. It is impossible to believe that anyone would consider this a viable option in a civilized country.

1g) Re. Option 7. None of the options offered are viable in the view of Totnes Town Council, a view I completely share and agree with.

### **Question 2**

There is likely to be an impact on the residents of Totnes and the surrounding parishes, and this is likely to be substantial. While we accept that your report indicates that call outs for fires has decreased, this does not imply that risk itself has reduced. The reduction in services as proposed would substantially increase the risk in the event of a fire incident of any size, whether due to a car incident causing a fire, to a house or larger building catching fire. The risk to people and property remains high and the longer it takes a Fire services vehicle to reach a fire, particularly in rural areas, the higher the risk to life and property.

Some examples of why this is a substantial risk has been outlined in the responses to Q1.

There has been an increase in the number of older people living in South Devon and this affects the demographics of Totnes and surrounding parishes too. There now exists a number of residences for older persons, including specialist homes for persons suffering from dementia and Alzheimers. These residents would be particularly at risk of fire and where there was any delay in the arrival of a Fire engine and Fire officers to assist with any rescue required, time would be a matter of life or death or severe injury from smoke inhalation.

Such risk creates fear in a community

### **Question 3**

In summary, these proposed options are clearly just a cost cutting exercise in line with the austerity cuts that have been experienced across all public services in the last few years. It is extremely disappointing to be faced with such proposals and Totnes Town council is totally against any such proposals to cuts in these vital services.

We have been made aware that a problem with providing some of these services is due in part to the lack of new Fire Officers coming forward and being trained for service, and that this is due in part to changes and the reduction in the number of businesses that can afford to manage and stay open when a major local fire requires their staff who are Fire Officers being required to respond to emergency calls. A simple solution to this would be either to increase the allowance being paid to part-time Fire Officers to enable those who are perhaps self-employed or share parenting to apply to join your force. Another option would be to employ more full-time staff at the Fire Stations but perhaps share the services and location with other emergency services such as Ambulance and Police emergency response teams. Any such proposals would of course require additional funding (rather than cuts) but given the rise in local residents across this area that should be more than possible and the Fire Services could be an attractive occupation and create new local jobs.

Devon County Council, all the District Councils in Devon and Totnes Town Council and a number of local parish councils have all declared a Climate Emergency on the basis of the 2018 Intergovernmental Panel on Climate Change (IPCC) report that identified the increased evidence of rising temperatures, risk of rising sea levels and climatic changes. The risk of increasing temperatures has been demonstrated in the past five years being the warmest on record and that in turn increases risk of fire. Rising temperatures have given rise to concerns about water both as drought which creates fire risk from both dryer herbage and buildings as well as less water being available to tackle fires. The changes to climate also pose an increased risk of flooding, the response to which is another service provided by Fire Services; again indicating a greater need to locally based services to address emergencies such as we have witnessed locally in Dawlish, and in particular in low lying areas of Somerset for example. If the services needed to travel long distances, they may not be able to reach their destination due to flooding and this put lives at risk.

While risk to biodiversity may not be the direct work of the Fire services, the loss of biodiversity put us all at risk due to food supplies, air quality etc. Major fire during drought could give rise to some of the major fires that have recently been witnessed in the Amazon and Australia. Such fires when they spread are extremely dangerous and need Fire Fighters within easy access and at sufficient staffing levels to provide emergency response.

As a County Councillor I was extremely disconcerted to learn that Fire and Emergency Services refused to attend a DCC Scrutiny meeting earlier this month where questions regarding these cuts could have been asked directly and perhaps other proposals and options from Councillors and officers at DCC could have been discussed and considered. This was very disappointing as your consultation brochure regales a number of facts and figures, many of which I would like to have questioned and challenged.

I sincerely hope that you will reconsider your proposed options and instead seek further government funding to ensure that a comprehensive and safe Emergency Fire and Rescue services across Devon and Somerset can continue to provide the services needed as outlined in the views expressed herein.

Please acknowledge receipt of this submission.

Yours faithfully

*Jacqi Hodgson*

Cllr. Jacqi Hodgson

**Totnes Town Council – Mayor**

Enclosed: public response document with equality section completed



**John Birch**  
**SHDC Member for Totnes**

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

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I report on the following matters:

**OVERVIEW AND SCRUTINY PANEL MEETING ON 6 SEPTEMBER 2019**

On 6 September 2019 I chaired a meeting of the SHDC Overview and Scrutiny Panel and during that meeting the following items were discussed and recommendations made.

**Fusion and the SHDC leisure centres:**

Representatives from Fusion Leisure conducted a presentation that outlined their cashless project proposals that were to come into effect on 1 October 2019. During their presentation, the representatives expressed their apologies to Members for the late notification and poor communication strategy that had prompted this agenda item.

In the ensuing debate, reference was made to:

- (a) the shift towards cashless. In acknowledging the changing spending habits of consumers, some Members cited their own examples of the shift away from purchasing with cash;
- (b) the detrimental impact on some of the most vulnerable groups in the District. Whilst acknowledging that Fusion was implementing a number of measures to mitigate the impact of the project, some Members did still wish to make the point that there would still be a detrimental impact particularly on some of the most vulnerable groups;
- (c) adopting a pragmatic approach. Fusion representatives emphasised that their core business principles were to ensure that people were active and to increase custom and, as a consequence, they would be adopting a pragmatic approach during the project roll out phase;
- (d) the Communication Strategy that had underpinned this project. A Member stated that his primary concern had related to the lack of

advanced communication with Members. In stressing the importance of the Council and Fusion working closely together, it was felt that Members should have been in receipt of a Briefing Note that they could have used to respond to concerns that were being raised by their constituents;

- (e) clear messaging on the website and social media. Fusion representatives recognised that the South Hams was a tourist area and it was therefore vitally important that this project was clearly communicated on their website and social media pages;
- (f) the fraud related risks. The representatives highlighted the extent of the challenges that the business was facing from fraud and advised that they were taking every possible step to keep these risks to a minimum;
- (g) consultation with town councils. The representatives confirmed that they would be happy to attend town council meetings to provide a presentation on the cashless project before the formal 'go live' date of 1 October 2019;
- (h) the management of the reception areas. Whilst there were currently no plans to reduce the staffing levels in the centre reception areas, it was confirmed that the management of these areas would be reviewed in the upcoming months;
- (i) the establishment of a Task and Finish Group. The Panel endorsed the suggestion to establish a Task and Finish Group to undertake a review of the relationship between Fusion and our local communities.

It was then:

#### **RESOLVED**

That a Task and Finish Group be established to undertake a review of the relationship between Fusion and our local communities, with a concluding report being presented to the Panel meeting on the afternoon of 23 January 2020, before Fusion representatives then present their annual report to the next Panel meeting on 27 February 2020.

Also, in reviewing the relationship, the Task and Finish Group should visit all four Leisure Centres in the District and the concluding report should include reference to the delivery of Fusion's key objectives and consequent outcomes.

**Planning enforcement:**

(a) The Panel was advised that, due to the budget implications and the complexity of the cases, outsourcing of some of the service workload was not deemed to be a viable option;

(b) With regard to the role that could be played by local ward Members, it was agreed that drop-in sessions would be held with Planning Enforcement officers in the next few months in an attempt to reduce the number of cases. Members were of the view that such was the importance of regular dialogue between officers and local ward Members that this action should be given greater priority in the draft Enforcement Plan.

In addition, the Panel felt that consideration should be given to Members being in receipt of notification of each Planning Enforcement Case (once it has been registered) within their local ward alongside its priority rating;

(c) the role of the Locality Service. The Panel acknowledged the role played by Mobile Locality Officers in supporting the Enforcement function. As a general point, the Panel also felt that it would now be timely to review the Locality Service and requested consideration of this matter at its next meeting on 17 October 2019;

(d) the communication links between Planning Enforcement and the Development Management service. The Enforcement Specialist confirmed that, whilst there was always room for further improvements, the communication links between Enforcement and Development Management was now much better;

(e) the status of the Enforcement service. Whilst it was defined as a discretionary service, Members were of the view that it was a critically important function that should be appropriately resourced and therefore proceeded to emphasise their support for the proposal to increase staffing levels and requested that the draft Action Plan be updated to reflect this need;

(f) the proposed 80% target for enforcement cases that were prioritised as 'low'. When questioned, officers felt that any increase in the proposed targets would result in them becoming unrealistic and almost unachievable

It was resolved that the Panel **RECOMMEND** to the Executive that:

lbc

1. the updated Enforcement Plan; the Harm Assessment Matrix and the proposed Enforcement Plan be approved;
2. Council be **RECOMMENDED** that the additional two permanent staff for Planning Enforcement be approved to be funded from the Planning Enforcement Reserve in 2019/20 and to be built into the Budget Setting process as a cost pressure for 2020/21; and
3. Members receive notification of each Planning Enforcement Case (once it has been registered) within their local ward alongside its priority rating.

**Draft Homelessness Strategy Action Plan and the draft Rough Sleeper Strategy Plan**

Consideration was given to a report that sought to recommend to the Executive that the draft Homelessness Strategy Action Plan 2019/20 and the draft South Hams and West Devon Rough Sleeper Strategy 2019/22 be adopted.

During the ensuing discussion, reference was made to:-

- (a) the appreciation for the work undertaken by the service. A number of Members wished to record their thanks for the excellent work and commitment of the officers within the housing service;
- (b) cascading the Action Plan and Strategy. Officers assured the Panel that, once adopted, the Action Plan and Strategy would be published on the Council website. Furthermore, the Panel requested that copies of these documents should be sent to Town and Parish Council Clerks with an explanatory note of the relevant services (and officer contact details) that were provided by the Council;
- (c) homelessness prevention sessions in local schools. Having been informed that the prevention sessions that had been held to date had been well received, officers also advised that they were committed to providing a future session at the King Edward VI Community College in Totnes.

It was then resolved that the Executive be **RECOMMENDED** that:

1. the Homelessness Strategy Action Plan 2019/20 and the South Hams and West Devon Rough Sleeper Strategy 2019/22 be adopted; and

2. once adopted, copies of these documents be sent to Town and Parish Council Clerks with an explanatory note of the relevant services (and officer contact details) that are provided by the Council.

## **FULL COUNCIL MEETING HELD ON 26 SEPTEMBER 2019**

I attended the SHDC Full Council meeting on 26 September 2019 and put forward proposals in respect of the following

### **Climate Change and Biodiversity Emergency:**

There was a recommendation before Full Council as follows

That, in considering the setting up of a Citizens' Assembly, the Climate Change and Biodiversity Working Group be provided with full particulars of the Citizens' Assembly proposed by Devon County Council including, but not limited to, the issues and matters to be addressed, the number of assembly members and their geographic spread and means of administration / operation. This will inform the benefits and options of establishing a Citizens' Assembly for the South Hams.

I proposed that the following be added to the recommendation.

"The said particulars be provided to the Working Group prior to its next meeting to be held on 10 October 2019.

In order to provide clarity in respect of the proposed Action Plan to be prepared in accordance with the resolution of the Council made at its meeting on 25 July 2019 its scope will have an internal and external focus as follows;

- 1 - Internal will focus on what SHDC can do as authority to reduce its own carbon footprint.
- 2 - External will identify a number of opportunities in which SHDC can influence or reduce the carbon footprint for South Hams. In respect of this part of the Action Plan there will be the categorisation of what SHDC can do directly and what it needs to lobby/ influence in order to achieve a successful outcome."

This recommendation was carried

**Strengthening the sanctions arising out of a breach of planning controls**

I proposed the following and was carried with substantial support.

"This Council resolves to lobby its Members of Parliament, the Local Government Association and national government in order to strengthen the sanctions arising out of a breach of planning controls including an increase in the current level of fines in cases of serious breaches such as unauthorised felling or damage to trees, removal of Devon banks and mature hedgebanks.

It is proposed that in introducing an increase in the current level of fines the procedure leading to their imposition be simplified and made more effective in consequence of the limited resources available to local authorities in respect of enforcement."

Cllr John Birch  
SHDC Member for Totnes  
29 September 2019



ITEM 6c

**DRAFT MINUTES OF THE TOWN MATTERS COMMITTEE  
MONDAY 16<sup>TH</sup> SEPTEMBER 2019 AT THE GUILDHALL TOTNES**

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

Apologies: Cllr R Hendriksen.

Not Present: Cllr K Perkins.

In Attendance: Cllrs Luker and Vint, 1 member of the public (Sarah Collinson of Inclusive 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.	It was <b>RESOLVED</b> to accept the apologies. Cllr Vint would like to become a member of this Committee – this request will be referred to Full Council.
	<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.	Sarah Collinson spoke about the Public Sector Equality Duties set out in the Equality Act of 2010, and the requirement of the Town Council to consider these points in its decision making. Ms Collinson proposed that the Council should adopt an inclusive agenda as it helps bring communities together.  It was <b>AGREED</b> that Councillors would review the 'Equality Framework for Local Government' document and discuss at the next meeting.
	<i>The Committee will convene to consider the following items:</i>	
2	To update on any matters arising from the minutes of 15 <sup>th</sup> July 2019. (Note: already agreed through Full Council.)	Item 3 – Resolved by Full Council, and reference to the Charter for Walking Neighbourhoods will be included in the draft Neighbourhood Plan.  Item 5 – Resolved by Full Council, and updates at Item 6 of this meeting.  Item 7 – Resolved by Full Council, and community groups will be contacted to make them aware of the commemorations (should they wish to engage).
3	To consider the outcomes of a meeting held on 4 <sup>th</sup> September with the Totnes Community Development Society about The Mansion.	It was <b>AGREED</b> to bring this item forward. Cllr Luker updated on a meeting between Councillors and the directors of the Totnes Community Development Society (TCDS) to discuss concerns about The Mansion. Cllr Luker has followed up with an email to thank them for the meeting and saying that while the idea of open space is great, it doesn't meet the concerns of the users and has asked them to look at this issue again. TCDS will hold their AGM on Thursday 19 <sup>th</sup> September.  Concerns remain about the filing of accounts, and how the loss of Learn Devon may affect the broader

		<p>provision of adult education in the town. Cllr Piper reported that Caring Town and Totnes Caring will co-locate in order to avoid the safeguarding concerns of lone working.</p> <p>It was <b>AGREED</b> that this should be a standing item on the Town Matters agenda until the situation improves.</p> <p>To <b>RECOMMEND</b> to Full Council that two Councillors are appointed representatives on outside bodies to TCDS (if invited to do so by TCDS).</p>
4	To consider any actions from the Arts Working Group on 10 <sup>th</sup> September.	<p>Cllr Piper updated that the Community Arts Day will be held on Saturday 16<sup>th</sup> November in the Civic Hall, with Bob the Bus providing transport and various festive craft activities on offer.</p> <p>On Tuesday 26<sup>th</sup> November there will be the Christmas Lights switch on, with this being more of an event than last year.</p>
5	To consider any actions from the Climate Change Working Group on 9 <sup>th</sup> September.	<p>Cllr Allen had provided a written update out of Committee. A SHDC Officer has offered to speak to the Working Group about where the waste goes after collection.</p> <p>To <b>RECOMMEND</b> to Full Council that TTC:</p> <ul style="list-style-type: none"> <li>• Requests carbon emission and biodiversity baseline data for Totnes from SHDC derived from existing data for the County and District;</li> <li>• Reviews its energy suppliers for all its assets to ensure they are all fully renewable energy suppliers, and encourages other organisations and businesses in the town to review their energy suppliers; and</li> <li>• With the agreement of Council officers, lobbies Peninsula Pensions and DCC to directly consult investors on their policy of investing in fossil fuels and non-ethical investments.</li> </ul>
6	To consider any actions from the Community Engagement Working Group on 16 <sup>th</sup> September.	<p>Cllr Webberley gave an update from the last meetings including:</p> <ul style="list-style-type: none"> <li>• Dates for 'Meet your Councillor' – October 5<sup>th</sup> October (outside Bogan House or White Stuff), 20<sup>th</sup> (outside Follaton Stores), and 30<sup>th</sup> (St John's Community Café).</li> <li>• Lanyards for Councillors to display name badges, to be costed.</li> <li>• Laminated A1 poster of Councillor details, to be costed.</li> <li>• Laminated sheet for future Council meeting dates, to be produced by the Council Offices.</li> </ul>



7	To note updates from the Cultural and Arts Link Councillors.	<p>Cllr Skinner updated that she would wait until the Carnival AGM to report to Committee.</p> <p>Cllr Allen updated on the St Mary's Church heritage project, with plans for the floor map to be displayed in the Guildhall this weekend and she invited Councillors to come and comment. An exhibition will be hosted in the Church in October, and a map design competition will be held. Further information will be circulated to all Councillors.</p>
8	To consider the potential uses for the adopted public telephone boxes at Swallowfields and Plymouth Road (opposite the Cemetery).	<p>The terms of the adoption were confirmed (no resale, no running of a business). To <b>RECOMMEND</b> to Full Council that a short item should be put in the Totnes Times inviting ideas from members of the public for future uses for the telephone boxes.</p>
9	To consider possible locations for three South Hams District Council litter bins.	<p>To <b>RECOMMEND</b> to Full Council that four potential locations are suggested to SHDC based on their being litter trouble spots:</p> <ul style="list-style-type: none"> <li>• 38 Fore Street, next to the parking meter between Halls and the Methodist Church.</li> <li>• A small bin next to the benches below 63 Fore Street.</li> <li>• Second bin at Heath's Garden near the car park end.</li> <li>• Outside the Guildhall.</li> </ul>
10	To consider the Earth Protector Town initiative.	<p>Cllr Piper updated that Cllr Allford has applied for a pack to measure Council efforts against the goals set in the campaign's literature.</p> <p>To <b>RECOMMEND</b> to Full Council that on the basis that Totnes Town Council is working towards the five stated goals, TTC should consider signing up to be an Earth Protector Town.</p>
11	To note the minutes of the Totnes Supporting Fairtrade meeting held on 11th July 219.	Noted.
12	To note concerns raised by members of the public to ambulance response times.	<p>To <b>RECOMMEND</b> to Full Council that TTC writes to the local MP expressing concerns about the capacity of paramedics to respond to call outs in a timely manner and the current level of service provided, and to ask for her views and what she is going to do to raise this issue.</p>
13	To note the date of the next meeting of the Town Matters Committee – Monday 18 <sup>th</sup> November 2019 at 7.00pm in the Guildhall.	Noted.





ITEM 60

**DRAFT MINUTES OF THE PLANNING COMMITTEE  
THURSDAY 19<sup>TH</sup> SEPTEMBER 2019 AT THE GUILDHALL TOTNES**

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

Apologies: Cllr R Hendriksen.

Not Present: Cllrs J Hodgson, A Simms and V Trow.

In Attendance: Cllr R Vint 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>	
	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>	<p>Cllr Vint asked whether the Conservation Area gave enough protection for trees (rather than having a Tree Preservation Order) and should consideration be given to requesting a TPO on the Sequoia in Station Road? It was suggested that Cllr Vint request independent advice from the Woodland Trust on the issue.</p> <p>Cllr Vint also raised the issue of approaching local landowners to plant trees on their land – this matter will be put on the next Committee agenda.</p>
2	To update on any matters arising from the minutes of 18 <sup>th</sup> July 2019.	<p>Item 2 – Resolved by Full Council. Two letters will be drafted for the Clerk to send to: South Hams District Council (SHDC); and the Devon County Archaeologist.</p> <p>Item 4 – Resolved by Full Council. The Totnes Town Council website will be updated with the relevant information.</p> <p>Item 6 – Resolved by Full Council, although the wording of the resolution changed from that proposed (see Full Council minutes).</p> <p>Item 8 – Resolved by Full Council. A letter will be drafted for the Clerk to send.</p>
3	<p>To make recommendations on the following tree works order:</p> <p>3a) 2728/19/TPO – T1: Lime – dead wood removal (exempt). T2: Horse Chestnut – lateral reduction by up to 1m on west side, branches encroaching adjacent dwellings. Redhills, Jubilee Road, Totnes, TQ9 5BP.</p>	Support.

	3b) 2780/19/TCA – T1: Cherry – Fell due to crown condition, excessive deadwood and one dead co-dominant stem; T2: Ash – Dismantle and fell due to structural condition, major decay and growing over neighbours property; G3 Cypress – Dismantle and fell as trees are of low amenity value and have outgrown space. Replant with birch, yew and magnolia. 4 Seymour Villas, Pathfields, Totnes, TQ9 5QR.	Support.
4	<p>To make recommendations on the following planning applications:</p> <p>4a) 2665/19/LBC – Listed Building Consent for proposed replacement of existing Velux window with new unit (same size), and addition of second identical Velux window to the rear roof of the building. 44A Fore Street, Totnes, TQ9 5RP.</p> <p>4b) 2651/19/FUL – Retrospective change of use of residential flat above shop to ancillary shop accommodation. 99 High Street, Totnes, TQ9 5PF.</p> <p>4c) 2508/19/HHO – Householder application for alteration and extension to dwelling to provide additional living accommodation. 1 North Castle Mews, North Street, Totnes, TQ9 5NQ.</p> <p>4d) 2496/19/FUL – Erection of 3 light industrial units. Kingsfisher Print and Design, Wills Road, Totnes, TQ9 5XN.</p> <p>4e) 2697/19/VAR – Variation of condition 2 (approved plans) of planning consent 3672/18/FUL (erection of dwelling). 47 Westonfields, Bridgetown, Totnes, TQ9 5QX.</p>	<p>Support.</p> <p>Support.</p> <p>Support, but the Committee would request that a slate roof is installed, rather than zinc, in the conservation area.</p> <p>Support. The Committee would suggest that rain water harvesting is used to water the new landscape planting which would help to alleviate Highways concerns about runoff.</p> <p>The Committee has concerns about the potential un-neighbourliness of this condition change, particularly the loss of privacy to neighbouring properties from the proposed rooflights.</p>
<p><b>NOTE: Cllr JH observes and does not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.</b></p>		
5	To consider Councillor comments on the draft Totnes Town Council Transport Policy and Strategy and make a recommendation to Full Council.	<p>It was <b>AGREED</b> to include a new objective in section 4 which covers the Town Council's commitment to equality, diversity and access for all.</p> <p>It was <b>AGREED</b> to ask Cllr Hodgson, in her capacity as County Councillor, to update the next Committee on the road improvements between Ermington and Wrangaton (A3121) as there could be traffic implications for Totnes.</p> <p>To <b>RECOMMEND</b> to Full Council that the it approves the amended Totnes Town Council Transport Policy and Strategy as drafted.</p>
6	To consider the Ministry of Housing, Communities and Local Government and Department of Digital, Culture, Media and Sport consultation on the "Proposed reforms to permitted development rights to support	To <b>RECOMMEND</b> to Full Council that Councillors respond to this consultation on an individual basis, and that Totnes Town Council responds to make the following points:

	the deployment of 5G and extend mobile coverage" (date for responses is 4 <sup>th</sup> November 2019).	<ul style="list-style-type: none"> <li>• Concerns about the extension of permitted development rights for communications;</li> <li>• Concerns about the height and size of the masts that will be permitted under the change of permitted development rights;</li> <li>• Concerns about how personal data may be gathered by 5G and how it might be used; and</li> <li>• Concerns about potential health risks caused by 5G based on a lack of scientific research into the issue.</li> </ul>
7	To consider extending the Conservation Area.	It was <b>AGREED</b> that the Officer will liaise with the SHDC Conservation Officer to find out what the process to extend the conservation area is. The potential area to include in an extension to the zone is around Station Road.
8	To note the date of the next meeting of the Planning Committee – <b>Thursday 24<sup>th</sup> October 2019 at 10.00am.</b>	Noted.

DRAFT



DUE TO DOCUMENT  
SIZE RESTRICTIONS, PLEASE  
SEE THE TOTNES NEIGHBOURHOOD  
PLAN PAGE UNDER TOWN GROUPS  
FOR ITEM 11 - DRAFT NEIGHBOURHOOD  
PLAN

TOTNES TOWN COUNCIL MEETINGS



DATE	MEETING
	FULL COUNCIL
	COUNCIL MATTERS COMMITTEE
	PLANNING COMMITTEE
	TOWN MATTERS COMMITTEE
	WORKING GROUPS