

**AGENDA FOR THE TOWN MATTERS COMMITTEE
TUESDAY 28TH MAY 2019 AT THE GUILDHALL, TOTNES**

You are hereby SUMMONED to attend the Town Matters Committee, which is to be held in the Guildhall, Totnes on **Tuesday 28th May 2019 at 7pm** for the purpose of transacting the following business:

No	Subject	Comments	Timing
1	To elect a Chair of Committee and Deputy (who will chair in the Chair's absence).		5 mins
2	To receive apologies and to confirm that any absence has the approval of the Council.		2 mins
	<i>The Committee will adjourn for the following items:</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.		15 mins
	<i>The Committee will convene to consider the following items:</i>		
3	To update on any matters arising from the minutes of 21 st March 2019. (Note: already agreed through Full Council.)	Document enclosed.	5 mins
4	To review the Community Engagement Plan.	Document enclosed.	15 mins
5	To consider investing in interim audio equipment to allow all future Full Council and Committee meetings to be recorded and uploaded to the website.		10 mins
6	To consider the introduction of a Civic Awards scheme and the criteria to be adopted in the policy.	Document enclosed.	15 mins
7	To discuss the new seating in the Coronation Road bus stop.	Cllr Webberley	15 mins
8	To consider two requests to fly flags on the Civic Hall: 8.1) 'Fly the Red Ensign for Merchant Navy Day' 3 rd September 2019 (letter received March 2019). 8.2) 'Totnes Pride Rainbow Flag' 2 nd -9 th September (email received 13 th May 2019)	Documents enclosed.	10 mins
9	To note the date of the next meeting of the Town Matters Committee – Monday 15th July 2019 at 7.00pm in the Guildhall.		2 mins

Sara Halliday 
Committee and Cemetery Administrator

Future meetings agenda items:

- Link Councillor Updates: to be confirmed (July onward).
- To consider the structural safety of buildings in Fore Street and High Street (May/June).
- To consider a community award scheme (May/June).
- To consider the idea of a 'Totnes Clean Up' day (May/June).

Committee Members – quorum is 5 members

- Cllr Allen
- Cllr Hendriksen
- Cllr Matthews
- Cllr Paine
- Cllr Perkins
- Cllr Piper
- Cllr Skinner
- Cllr Trow
- Cllr Webberley



**MINUTES OF THE TOWN MATTERS COMMITTEE
THURSDAY 21ST MARCH 2019 AT THE GUILDHALL TOTNES**

Present: Councillors J Sweett (Chair), J Hodgson, P Paine, B Piper, R Vint and L Webberley.

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

Not Present: Cllr G Allen.

In Attendance: One member 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>	
	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 member of the public explained the decision to end the use of the Totnes Pound (£) on 30 th June 2019, due to the reduced use of cash and the inability to give Totnes £s as change. An event will be held at the Royal Seven Stars on 4 th April to celebrate the scheme.
	<i>The Committee will convene to consider the following items:</i>	
2	To update on any matters arising from the minutes of 21 st February 2019. (Note: already agreed through Full Council.)	<p>Item 2.4.5 – An update was given on the condition of 39 High Street which inspectors have assessed as in need of work but not presenting any immediate danger, and the property owner has been contacted. High visibility tape had been put up by the Town Ranger as agreed by Full Council but had been removed.</p> <p>Item 2.4.7 – There has been no update from Mr Black about resolving the issue of use of the footbridge connecting to South Devon Railway as part of the cycle path.</p> <p>Item 2.8 – Fairtrade signs have been erected below the ‘Welcome to Totnes’ road signs. It is hoped that stickers showing the Fairtrade logo will soon be added.</p>
3	<p>To note or make recommendations on the following tree works orders:</p> <p>Works to Trees in a Conservation Area:</p> <p>3a) 0173/19/TCA – T1: Eucalyptus – Crown height reduction by up to 3m, lateral reduction by up to 2m on all sides, crown raise to 3m from ground level. To ensure overhead service lines are clear from moving branches and bring the tree to a safe size. 3 Baring Cottages, Weston Lane, Totnes, TQ9 5AP.</p>	<p>To note: decision notices for both applications have already been issued.</p> <p>No objections.</p>

	<p>3b) 0578/19/TCA – T1: Lawson’s Cypress – Lateral reduction by 1.5m away from property and shape top. T2: Walnut – Crown lift by a 1.5m lateral reduction over highway. Mixed species hedge – reduction by 2.5m. Chy Vean, Priory Avenue, Totnes, TQ9 5HR.</p>	<p>No objections.</p> <p>It was AGREED that a comment will be passed to the Tree Officer that it would be helpful if the applications stated the overall height of the tree, as this would provide context for how the proposed works will affect the size and shape of the tree.</p>
<p>4</p>	<p>To make recommendations on the following planning applications:</p> <p>4a) 0694/19/FUL – Erection of 2 detached dwellings with associated parking. Follaton Farm Barns, Plymouth Road, Totnes, TQ9 5NA.</p> <p>4b) 0611/19/OPA – Erection of dwelling (outline with all matters reserved). 5 Redworth Terrace, Redworth Terrace and Radnor Terrace Access Road, Totnes, TQ9 5JN.</p> <p>4c) 0549/19/HHO – Householder application for proposed rear extension, conversion of garage and erection of new detached garage. Coleridge, Jubilee Road, Totnes, TQ9 5BP.</p> <p>4d) 0510/19/HHO – Householder application for proposed side extension, and front and rear dormers. The side extension is over the existing garage and is a proposed staircase to allow access to the attic. 52 Denys Road, Totnes, TQ9 5TL.</p> <p>4e) 0444/19/ARC – Application for approval of details reserved by conditions 3 and 4 of Listed Building Consent 4109/18/LBC. 57 High Street, Totnes, TQ9 5NS.</p> <p>4f) 0488/19/ARC & 0364/19/ARC – Application for approval of details reserved by conditions 3 (Canopies), 4 (Rooflights) and 6 (Windows) of planning consent 3688/18/LBC and 3376/18/LBC. Bull Inn, High Street, Totnes, TQ9 5SN.</p> <p>4g) 0669/19/VAR – Application for variation of conditions 4 and 5 of planning permission 56/1355/12/RM. Follaton Oak, Plymouth Road, Totnes.</p>	<p>Objection. The Committee is concerned that the rear boundary is too close to the Plymouth Road and it should be put back to potentially allow space for a footpath and to improve visibility for vehicles at this narrow point on the road (the proposed planting will impair visibility over time).</p> <p>Agree in principle, but the Committee would wish a conservation officer to advise on the proposed removal of the wall.</p> <p>No objection.</p> <p>No objection.</p> <p>No objection.</p> <p>No objection.</p> <p>Objection, as this is a reduction in amenities being provided. The Committee would wish to see some play equipment retained near the existing oak tree, and clarification of the surface of the land at the bottom right hand corner of the plan, previously identified for play/trim trail equipment. A map showing the location of the site in relation to the main roads would have been helpful.</p>
<p>NOTE: Cllrs JH and RV observe and do not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.</p>		

5	To make recommendations on the following planning application from Devon County Council: Retention of 5 modular classroom block (17, 36, 37, 42, 44) for 15 years at King Edward VI College, Ashburton Road, Totnes, TQ9 5JX.	No objection. It was AGREED that the new Council will ask KEVICC for an update to Committee on their future plans.
6	To consider a new premises licence application from Gather Restaurants Ltd for 50 Fore Street.	No objection.
7	To discuss the Totnes and District Traffic and Transport Forum scoring of the proposed schemes in the draft Totnes Town Council Transport Policy and Strategy.	The Totnes and District Traffic and Transport Forum (TDTF) have now completed the prioritisation of the schemes and this information has been passed to South Hams District Council (SHDC) for use in the Air Quality Action Plan (AQAP). The priorities are footpaths on the Plymouth Road and a pedestrian crossing at Follaton. It was AGREED to invite the SHDC Officer to update on the AQAP to a future Committee. To RECOMMEND to Full Council that the TDTF schemes and the Air Quality Action Plan are presented at the Annual Town Meeting and comments are invited from the public. These comments and the schemes will then be reviewed by the Town Matters Committee in June and a recommendation made to Full Council in July 2019.
8	To consider a Devon Authorities Strategic Waste Committee consultation on the review of the Reuse Credit Scheme [ReFurnish, Totnes].	The Committee agreed that the good work of ReFurnish Totnes should be supported as it benefits both those wanting to donate items and those on limited incomes wishing to purchase goods. To RECOMMEND to Full Council that TTC: <ul style="list-style-type: none"> • Replies to the consultation supporting Option 3 – Continue to fund the Reuse Credit Scheme under current arrangements; and • Writes to the Devon Authorities Strategic Waste Committee expressing concern about the running down of recycling schemes by DCC.
9	To note the notification of tree works (sycamore to be pollarded) opposite Shute Road.	Noted. It was observed that the tree is hollow and it was AGREED that DCC should be asked to review the overall safety of the tree when pollarding.
10	To note the following upcoming events requests to SHDC: 9a) Artisan Market (commercial event), the Rotherfold between 10am-4pm on Saturday 22 nd June 2019. 9b) Dragon Boat Festival (charity event), Longmarsh green space and car park between 10am-6pm on Sunday 14 th July 2019.	Noted. Noted.
11	To note the date of the next meeting of the Town Matters Committee, if required – Thursday 25th April 2019 at 7.00pm in the Guildhall.	Noted. The Administrator will speak with the Chair week commencing 15 th April to determine if a Committee is required on 25 th April 2019.

ITEM 4

Community Engagement Action Plan			Cost (£)
Originally reviewed 17th May 2016 by People Committee, updated April & September 2018, and May 2019*			
Action	Recommendations	Updates	
Council/Councillors Create Role Description for councillors which emphasises the importance of communication.	To be added to Councillors Induction Pack and to include information on roles and expectations of link Councillors.	2018 & 2019* – New Councillor Induction note and updated Councillor Handbook cover this. The updated Induction Note has been sent to all Cllrs following the 2 nd May 2019 election.	Officer time – COMPLETE
Set up a series of Councillor Surgeries. [Administrator Comment: surgeries are a good idea but cannot be managed by the Council Offices – Cllrs need to be willing and available to host where they feel is best for the community they represent]	Agreed that this should be implemented quarterly and that other areas of the town should be used such as St John's Church, Daisy Centre and Follaton Community Centre. Possibility of having a stall at Totnes Show 2017? It was felt being a visible and active presence in the community was very important.	2018 – TTC had a stand at Totnes Show in 2017 and had booked a stand for 2018 (29 th July) but weather thwarted attendance. The previous Mayor held a monthly surgery at the St John's Community Café. 2019 – No surgeries arranged to date. It is suggested that Totnes Show attendance is not considered an effective use of funds and officer time.	£0 if the Guildhall or free public spaces are used (e.g. St John's Community Café).
Community/Citizens Award Scheme	See separate item/paper		Up to £500 agreed in principle by Council Matters subject to detailed process and costings
Administration and IT Community group listing	It was suggested that the list of community groups collated by Thea for the Neighbourhood Plan should be used during consultations with the community.		No cost
Update/Revise the use of notice boards to provide easy identification of new notices for members of the public.	Shady Garden group is investigating having a notice board on the site. The Town Council has been offered a panel for our use and it was recommended that we accept this, subject to checking the size of the panel. If the format of this board works then there could be more around key locations in the town.	<i>The Town Council noticeboard under the Civic Hall has been replaced and sited on the emergency doors for maximum visibility.</i> 2018 – Civic Hall Notice Board is used to display all Full Council and Committee agendas as well as election information, but complaints that it is not very visible. Do we need a notice board nearer to the Guildhall Offices? The Rotherfold noticeboard has been updated by Visit Totnes to include its history and a local map.	New notice board will have a cost - >£250 and if outside the Guildhall, a planning application would be required.

<p>Update the website and ensure integration with the TIC website. Revisit social media options. Managed by: administration.</p>	<p>Cllr Whitty to inform the Clerk of design and size. Once cost is known then confirmation of having a panel will be considered.</p> <p>The Tourist Information noticeboard at the Rotherfold will be cleaned up and form part of the new Tourism structure in the town.</p> <p>Website – upgrade to provide mobile compatibility and more modern format – currently taking place, some significant teething problems from a data transfer perspective but much more user friendly. TIC website needs to be updated – this is being investigated as part of the new information services structure.</p> <p>Twitter – follow all local businesses to build up followers.</p> <p>Facebook – individual pages for Civic Hall and Guildhall being used to promote events and raise the profile of these venues.</p>	<p>2019 – Will be reviewed as part of the Public Realm work.</p>	<p>Officer time</p>
<p>All councillors to be trained in use of IT and social media.</p>	<p>Investigate free social media session for councillors – Cosmic. Councillors need to be informed that they are allowed to use electronic media during meetings as required for linked social media or/ agendas/council papers.</p> <p>Councillors are asked to consider whether all meeting papers could be sent out electronically unless requesting otherwise. Any Councillors requiring hard copies are asked to collect from the office in advance of meetings.</p>	<p>2018 – TTC website updated regularly.</p> <p>2019 – Potential for new Website. Officers have received social media training to understand where to post information for best effect. New website to be investigated with a focus on functionality and ease of use. Possible Councillor/member log in section for latest legal and community information.</p> <p>Facebook updated with events and TTC vacancies, and meeting dates are posted with a link to the website page. Visit Totnes website up and running.</p>	<p>2018 – no progress to date.</p> <p>2019 – Suggested that Councillors propose an allocation of £500 from the Community Outreach budget for a double page spread in Totnes Directory 3 to 4 times a year starting from July 2019</p>
<p>Agreement of Town Council on the reinstatement of Totnes matters as also proposed through the Neighbourhood Plan: if agreed format, frequency, editorial process, printing, distribution.</p>	<p>Recommend that we produce updates/newsletters following the quarterly surgeries with Councillors in order that current concerns and issues are responded to. Editorial content to be drafted by TC officers and Councillors and agreed by Full Council prior to publication. Circulated using the</p>	<p><i>Councillors have previously not attended free training offered but are asked to contact the Town Clerk with any training needs for investigation.</i></p> <p>2018 – TTC Communications and Media Protocol (reviewed in July 2017) covers social media use. Meeting papers are sent electronically (except confidential), hosted on the website, with hard copies collected from the Council Offices (and posted on request).</p> <p>2019 – Councillors indicated at the induction meetings that Social Media Training would be useful. Officers asked to investigate costings and run through Council Matters/Full Council</p>	<p>£500 estimated cost</p> <p>Totnes Directory can distribute 4000 A5 leaflets for £150. Would be additional printing costs.</p>

	<p>Totnes Directory, Facebook and websites. Design to be consistent and easily recognisable – designed professionally. A key message that needs to be conveyed is how the three layers of Council works and to whom to report different issues.</p>	<p>To take 1 page in the Totnes Directory every 3 months would cost £392 (£98 x 4). £500 estimated cost</p>
<p>Use the Annual Report at the Annual Meeting to disseminate information.</p>	<p>Completed for 2015/16 and ongoing.</p>	<p>2018 – Annual Town Meeting held 31st May 2017 and requested ideas on what to spend the precept on. Date for 2018 meeting – 31st May. 2019 – Annual Town Meeting will be held on 23rd May.</p>
<p>Use recognisable colours/branding for notices in public places – schools/surgeries etc</p>	<p>Town Team looking at public open spaces and signage. Consistent font, imagery etc. needs to be used across TC websites and documents to create a brand.</p>	<p>2018 - Visit Totnes and Totnes community engagement material in 2017 used logos in complementary colour schemes for print, website and social media posts. Also used for all information material prepared for Totnes Show 2018. 2019 – the use of the core colours continues.</p>
<p>Meetings and Physical Presence</p>		
<p>Develop Council property for community use</p>	<p>The Civic Hall and Guildhall are now being actively managed by the Mayor's PA and the Council Venues WG. The Group is looking into increasing public access to the buildings as an ongoing item.</p>	<p>2019 – the Civic Hall administrator is now managing the bookings of the Civic Hall and there are a number of regular hirers as well as annual event held there.</p>
<p>Revisit Public Question Time at meetings to maximise its potential</p>	<p>This was discussed at a Mayors and Chairs meeting and it was agreed that responses from councillors to public questions is not appropriate. Items will all be referred in future to the appropriate committee for further discussion. However it was suggested by the People Committee that some training for all Councillors could help and that in some instances the Mayor could ask Chairs of Committees to answer questions factually and succinctly given the time constraints.</p>	<p>2018 – Public Question Time remains an agenda item for Full Council and Committees – use by the public is variable. 2019 – Revised Standing Orders will now have a 30 minute informal public consultation time prior to Full Council. Committees will continue to have a 15 minute public session. Holding Full Council in alternative venues will have a cost.</p>

	<p>We should encourage questions to be submitted in advance of Full Council. Use websites and social media to promote this practice and verbally during Full Council meetings.</p>		
<p>IT and audio equipment in the Guildhall</p>	<p>Money has been allocated in the annual budget to upgrade IT services in the Guildhall. However Councillors should consider how often the Guildhall will be used for meetings and where they intend to sit – to ensure placement of recording equipment is effective. The issue of whether all Full Council and committee meetings should be recorded in house and made available to the public should be a Full Council decision.</p>	<p>2019 – Officers to investigate costs for implementing:</p> <ul style="list-style-type: none"> • Built in audio recording • Projector • Temporary screen over window 	<p>Costs unknown at this time</p>

*2018 and 2019 are TTC Administrator comments.

Venues for Hire in Totnes

Venue	Cost	Size	Accessibility	Comments
St Mary's Church Hall	-	-	-	Too small – redirected enquiry to St John's
St John's Church Hall	£17 per hour £14 for small meeting room on Monday	Can accommodate requirements, but other hirers may cause noise issues – see comments	Lift access to church hall floor 1 (small meeting room)	Available, but potential noise problems: Monday – meeting held in the worship space for Full Council (bowls in the church hall) Car parking – small car park, but mainly on residential roads. Nearest car park at Steamer Quay (free after 6pm). <i>Free car parking available. Not available on Monday evenings</i>
Follaton Community Hall	£10 per hour		Disabled access	
Totnes Civic Hall	<i>Varies depending on space</i>			<i>Not available on Monday evenings</i>
Methodist Hall	£15 per hour checking dates	Hall can accommodate up to 100 people	Ramp access	Nearest Parking – on Fore Street, Victoria Street or Station Road car parks
The Mansion	£15 per hour for FC (Hall) £6 per hour for Committees	School Hall can accommodate 80 people, Harberton Room 15 people.	All rooms accessible	Nearest Parking – on Fore Street, Victoria Street or Station Road car parks
Totnes Boating Association	£15 per hour, £90 minimum charge	Can accommodate requirements	Accessible	TBA member should be present at all times Nearest Parking - Steamer Quay (free after 6pm)
Totnes Masonic Hall	£10 per hour (would consider booking 2.5hrs)	Can accommodate requirements	2 steps in then level access	Heating, kitchen and toilets on ground floor. No car parking (car park for neighbouring properties), but close to Civic Hall and Nursery Car Parks
Totnes Rowing Club	£10 per hour	Can accommodate requirements	First floor, wheelchair lift	The adjoining gym will be in use by Rowing Club members, so there may be some movement of people through the room. Nearest Parking – Longmarsh (free after 6pm)

Note: The Town Matters Committee does not have any delegated powers – recommendations will need to go to Full Council and/or Council Matters for approval.

OFFICER NOTE – It is suggested that any changes to location should be limited to Full Council as a trial. The time and date of Full Council meetings should remain the same to ensure the community is aware of the meetings. Discussions previously have been around moving the meetings every 3 months. Suggest that July, November and February could be trialled. Meetings held elsewhere will incur additional set up and officer time to be included in the costs.

COMMUNITY AWARD SCHEME - CRITERIA ADOPTED BY OTHER TOWNS

Concept – A number of Totnes Town Councillors have suggested some form of community award be introduced that would be presented annually to recognise individual's efforts within the community (a lesser award than being considered as a Freeman of Totnes).

Recommendation – That the decision about introducing an award is made by the new Council post-May 2019 through the Town Matters Committee. TTC needs to determine the criteria for such a scheme and it is suggested that the following questions are considered/scoped by the Committee as part of their recommendation to Full Council:

- Are there categories for the community award? What would they be?
- Who is eligible to nominate and be nominated?
- Who will vote on the nominees – the public or the Council?
- When will the award be presented?
- What will be the award – e.g. certificate or plaque?
- What do the timings need to be for the process to work smoothly?

Background - Many towns throughout the UK have some sort of Community Awards Schemes. The table below sets out the sort of criteria areas that are covered by existing scheme policy:

Town	Award Categories	Eligibility	Timings	Voting	Presentation
Kingsbridge	6: Arts & Culture; Business; Environment; Sport; Volunteer; & Young Champions.	Nominees work or live in the parish boundary, or their activities benefit the Kingsbridge community. [No details on eligibility of those nominating.]	Nominations received in March.	Kingsbridge TC assess the applications.	June Full Town Council Meeting.
Newquay	4: Individual; Group; Young Person; Mayor's Award.	None in terms of residency – 'anyone can nominate' – but need to make a positive difference to the community or bring the community together. Entries checked by Town Clerk to ensure criteria are met.	Nomination late January to early February. Voting early February to early March.	Public vote on the nominated candidates (except for Mayor's award) via TC website, hard copy forms available from TIC and Library/Information Service.	Annual Town Meeting in March.

Amersham	6: Citizen; Business; Team; Environmentalist; Young Citizen; and Mayor's Special Award.	<u>Nominations</u> by residents of parish and endorsed by two other residents. <u>Nominee</u> must be a resident or registered member of an Amersham team, club or organisation.	Nominations in Jan-Feb	No info on voting (looks like a TC decision).	Certificate at Annual Town Meeting in March.
Battle	Variable - the TC reserves the right to make more than one award each year, or to make no award if there are no suitable nominations.	Nominations from residents only. Nominees must be resident or work within the TC boundary. Cllrs can make nominations but they are then excluded from involvement in the decision making process. Cllrs and TC officers are not eligible for nomination.	Nominations received February to end March.	TC Committee review nominations in April, with a recommendation to Full Council.	Certificate at Annual Town Meeting in May.
Faversham	1 – individual <u>or</u> group.	One nomination per resident. <u>Nominee</u> must live or work in the TC boundary	Nominations in October, pre	Faversham TC down select to 3 nominations which then go to public vote via TC winter newsletter, TC website and social media.	Certificate at Annual Town Meeting in May.

Sara Halliday
Committee and Cemetery Administrator
11 March 2019

administrator@totnestowncouncil.gov.uk

Subject: FW: TRADE / TOURISM

Date: Tue, May 14, 2019 at 12:21 PM

Subject: TRADE / TOURISM

To: clerk@totnestowncouncil.gov.uk <clerk@totnestowncouncil.gov.uk>

May I ask for your support in reinstating the benches at the main Totnes Bus Shelter in the Dartington, Dartmouth and Kingsbridge direction.

Those who have to depend on public transport = mainly TOURISTS and elderly PENSIONERS bring a lot of income to the town; after

dining and shopping = walking up and down the steep hill that is Totnes Fore Street those who don't have a car at their disposal certainly

deserve to sit down on a proper bench while waiting for a bus (LONG DELAYS and therefore long WAITING TIMES are well known.

Even the most run-down buses serving our area - heavily laden with DIESEL FUMES - have PRIORITY SEATS for the ELDERLY &

DISABLED. Surely, such a SEATING provision must also be available for them at bus stops where you cannot be expected to put

your shopping bags etc. onto the ground. Also pregnant mothers and children need to be able to sit down properly and rest.

(The present lean-to board is - apart from being totally inadequate - also too high for many people).

Not only is there NO SEATING at TOTNES MAIN BUS SHELTER for DISABLED, ELDERLY, PREGNANT MOTHERS & CHILDREN but

at the newly erected TRAIN STATION BRIDGE the LIFT seems PERMANENTLY OUT OF ACTION, an absolutely IMPOSSIBLE

SITUATION for any of the afore-mentioned group and also for TOURISTS with heavy luggage.

The government keeps telling us that we are the 5th richest nation in the world, so surely the government can put Social Services

in place dealing with the homeless situation. The relatively small number of homeless in Totnes must be well known to SOCIAL SERVICES and

the POLICE; surely SPECIAL SUPPORT can be given to each of those persons. Locking them out of a bus shelter and thereby

transferring the problem to somewhere else (e.g. benches opposite the bus shelter etc.) can surely not be an acceptable solution.

Public transport in our rural area has been cut to the absolute minimum (e.g. the X64 Service which formerly ran from Kingsbridge to Newton Abbot, thereby making it possible to reach Dartmoor etc. in an acceptable timeframe / last bus from Totnes to Kingsbridge at 19:05 !).

We hope that you will do your utmost to ensure that patient passengers at least have the ability to sit down when waiting for their bus.

After all, we voted for improving community services, not taking them away.

Regards,

XXXXXXXXXX

Sent with [ProtonMail](#) Secure Email.

MERCHANT NAVY FUND SUPPORTING PARTNERS



MERCHANT NAVY WELFARE BOARD



The Chair
Totnes Town Council
The Guildhall Offices
5 Ramparts Walk
Totnes
Devon
TQ9 5QH 40454

March 2019

Dear Chair

Please 'Fly the Red Ensign for Merchant Navy Day' on 3 September

This is a formal invitation from Seafarers UK for your council to support this year's campaign to raise awareness of the UK's ongoing dependence on Merchant Navy seafarers.

If your council has been involved in previous years you will know what we ask you to do - and how easy it is to participate:

1. Please arrange to fly a Red Ensign - the British Merchant Navy's official flag - on a civic building and/or flagpole in a public place, on Merchant Navy Day, that falls on 3 September
2. If you can, please organise a flag-hoisting ceremony for local dignitaries, VIPs, Merchant Navy veterans, Sea Cadets, media guests, etc.
3. Promote your support for this important annual campaign via social media and local PR.

When you let us know what you have planned, Seafarers UK will include your council on a prestigious 'Roll of Honour' at www.merchantnavyday.uk Note: if your council was listed last year and the contact details have not changed *it is not necessary to register again.*

Our new guide to taking part is enclosed with this letter, together with a promotional poster that I hope you will wish to copy and display with details of your local activity inserted.

If you have any queries please contact me.

Yours sincerely

Campaigns Manager

Email: _____

Phone: _____

P.S. Please accept my apologies if you have supported our campaign in previous years and are wondering why you have received this letter. To be able to contact *all* UK councils we have to rent a mailing list (compiled from information that is in the public domain) from an external supplier and I regret it has not been possible to extract our previous or existing contacts, or to remove duplicates.

The Merchant Navy Fund is administered by Seafarers UK (King George's Fund for Sailors), a registered charity in England and Wales, No. 226446, incorporated under Royal Charter. Registered in Scotland SC038191. Registered office: 8 Hatherley Street, LONDON, SW1P 2QT. Tel: 020 7932 0000
Email: mnfund@seafarers.uk www.merchantnavyfund.org

C / 8034

administrator@totnestowncouncil.gov.uk

From: >
Sent: 13 May 2019 12:51
To: Totnes Town Council Administrator
Subject: Totnes Pride Rainbow Flag Raising Ceremony

Hi there,

I am emailing to ask if you could please add the following to the May's People Committee agenda?

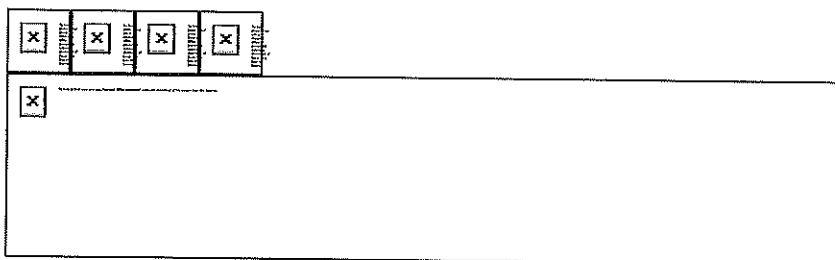
For local group Proud2Be to raise the rainbow flag over Totnes Civic Hall on Monday 2nd September until Monday 9th September 2019, to mark the seventh Totnes Pride.

Many thanks,

Max :)

(My pronouns are they, them & their)

Co-founder
Proud2Be CIC
01803



Proud2Be CIC | Registered in England and Wales | Company No. 8070631
Registered Office: The Mansion, Fore Street, Totnes, Devon, TQ9 5RP