



AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL MONDAY 2nd MARCH 2020 AT THE GUILDHALL, TOTNES


Please note that public question time will be held prior to Full Council from 6.30pm

You are hereby SUMMONED to attend a Meeting of the Council, which is to be held in the Guildhall, Totnes on **Monday 2nd March at 7pm** for the purpose of transacting the following business:

No	Subject	Comments
1	To receive apologies and vote on whether to agree.	D.Cllr Birch D. Cllr Rose
2	The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.	
3	To note the resignation of Cllr Simms.	
4	At the request of Cllr's Price, Piper and Luker - To revisit the Cemetery Working Group (and Council Matters) decision not to plant wildflowers on the Follaton Cemetery roundabout. This exception to the 6 month rule in Standing Orders is allowable as 3 formal requests in writing were received by the Town Clerk.	Enclosure
5	To consider the following requests from Transition Town Totnes: a) Totnes Town Council partners on a funding bid to develop the draft Totnes Community Climate Change Action Plan. b) Totnes Town Council helps support Transition Town Totnes by means of a grant towards core costs. <i>(CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)</i>	Enclosure Enclosure circulated in confidential papers
6	<i>The Council will adjourn for the following items:</i> <u>Reports from County and District Councillors</u> <u>Police Report (if present)</u> <i>The Council will convene.</i>	Enclosure – Cllr Sweett
7	To approve and sign the Minutes of the following Meetings: <i>(Please note confidential minutes can be agreed but any discussion must be held in Part 2):</i> a. Full Council 3 rd February 2020 b. Council Matters 10 th February 2020 c. Planning 17 th February 2020	Enclosure Enclosure Enclosure
8	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 3 rd February 2020 b. Council Matters 10 th February 2020 c. Planning 17 th February 2020	Enclosure Enclosure Enclosure

9	To appoint the Mayor Elect (to take office in May) for 2020/21. Each candidate will need a proposer and a seconder. Councillors are reminded that the Mayor has the authority to appoint and announce the Deputy Mayor at their discretion. To note that Mayor Choosing will take place on Thursday 21 st May 2020 in the Guildhall.	None
10	To review the Working Group membership lists and consider the remit of each.	Enclosure
11	To consider: a) reviewing the Link Councillor listing; and b) the request from Totnes Community Development Society for two Link Councillors.	Enclosure Enclosure
12	To note any update on the NP (standing item).	Verbal update Cllr Luker
13	To consider a request from Totnes Museum for financial assistance with buildings maintenance.	Enclosure
14	To note that the deadline for Councillor Allowance claim forms is 6th March 2020.	None
<i>The Council will be asked to RESOLVE to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>		
15	To discuss any confidential items from the Council Matters minutes (<i>CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council</i>).	None
16	To discuss any confidential items in relation to the funding request from Transition Town Totnes in item 5b above (<i>CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council</i>).	Enclosure
17	To discuss any confidential items in relation to the funding request from Totnes Museum in item 13 above (<i>CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council</i>).	None
18	To note the date and time of the next meeting: Monday 6th April 2020. Public session from 6.30pm in The Guildhall.	

Catherine Marlton

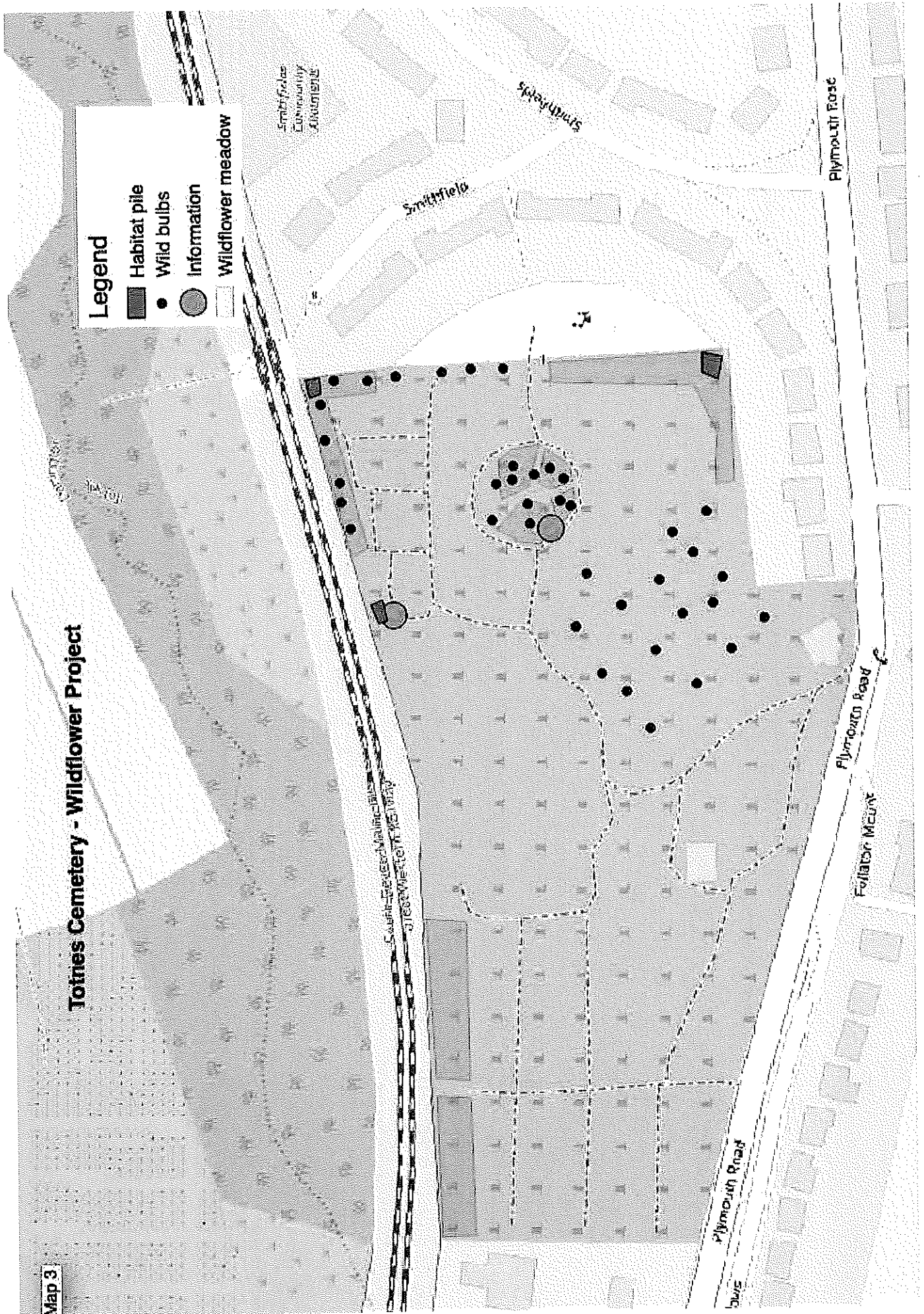


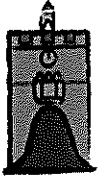
Town Clerk

USE OF SOUND RECORDINGS AT COUNCIL & COMMITTEE MEETINGS

The open proceedings of this Meeting will be audio recorded. If members of the public make a representation, they will be deemed to have consented to being audio recorded. By entering the Council Chamber, attendees are also consenting to being audio recorded.

Televised, vision and sound recordings or live broadcastings by members of the press or public at Council or Committee debates are permitted and anyone wishing to do so is asked to inform the Chairman of the respective Committee of their intention to record proceedings.





Transition Town Totnes request to Totnes Town Council for support in creating a resilient future for our town.

Transition Town Totnes – a short history: The global Transition movement, began in Totnes with the launch, in 2006, of Transition Town Totnes (TTT), described by Nicholas Crane in his BBC series 'Town' as "the biggest urban brainwave of the century".

It has gained international recognition, sometimes referred to as 'the Silicon Valley of community resilience'. Its approach to the biggest challenges of our time (climate change, the unravelling of community, economic inequality) is rooted in bringing people together, in creating dynamic 'what if' spaces and in launching and supporting practical and ambitious projects on a range of scales.

Its work has won many awards, and has sparked an international movement which can now be found in over 50 countries worldwide. Transition is a movement dedicated to "reimagining and rebuilding the world", and the changes underway in Totnes are testament to that. Projects undertaken cover a wide range of areas: food, energy, care, housing, transport, waste, business incubation and much more. TTT provides the infrastructure to support projects, and has enabled almost 60 individual projects to flourish during its lifetime.

Transition Town Totnes, the first ever Transition Town that sparked a global movement, has been taking action on climate change for 12 years, and remains a leader in the field of community action on climate change, community and local economic resilience. At the dawn of 2020, our work is more urgent and relevant than ever. We want to harness our many years of experience to ensure Totnes remains a national, and potentially international leader in community led solutions to our global climate emergency.

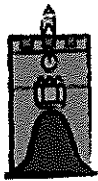
A Transition Town for the future:

In the winter of 2019, TTT submitted an expression of interest to the National Lottery for a four-year project, contributing to the following aims:

- To be the first rural UK town to become carbon zero, through collective action, learning to work together, building resilience together and de-carbonising together.
- To be a demonstration community and provide an implementable model for other towns locally, regionally, nationally and internationally, sharing our learnings and materials.

TTT therefore has a fantastic opportunity to re-imagine its future after being selected from over 630 national applications to the National Lottery's Climate Action Fund to go into a second round. Only 40 projects are invited to submit a full application to bid for one of 15 awards. Our application is currently projected at approx £1.7m over four years, representing a major boost for TTT, for progress on net zero targets, and for Totnes.

The project will coordinate and promote climate emergency responses amongst all sections of the Totnes community – local government, residents, businesses, community groups, and local



Transition Town Totnes www.transitiontowntotnes.org

institutions. Together we will establish a sophisticated understanding of what is meant by 'net zero' in this community context, and set ambitious but realistic targets to achieve it. Such work will involve academic studies and partnerships with relevant bodies. A re-launch of the Transition Streets programme will provide the base model for action and progress towards targets. Transition Streets, first launched in Totnes in 2009, is a proven project for reducing household carbon footprints and improving social cohesion of residents. The project will be updated, expanded and re-launched across the whole town.

We have until March 27th to complete this next phase of the application process, which we expect to be very resource-intensive. In fact, the funder has indicated that there will be further work through April and May before the bid is adjudicated, but the key cut-off for the first major submission is March 27th. This timetable has been set entirely by the funder.

A partnership with Totnes Town Council

Our first request for support to Totnes Town Council is to be a supporting partner in the bid, which simply entails endorsing this project and agreeing to champion it in the town, encouraging local involvement and contributing to consolidating and implementing the climate action plan on its completion.

An urgent need for funding: REDACTED FOR CONFIDENTIAL DISCUSSION

Further information: Please contact us if there's any other information we can provide that would be helpful thea@transitiontowntotnes.org or jenny@transitiontowntotnes.org

More information on projects & achievements: 'Transition Town Totnes, where we've come from, 2016' <https://www.youtube.com/watch?v=IUDL9AG0GNA>

District Councillor report from Cllr Jo Sweett March 2nd.

Hurray its March. Maybe it will stop raining !

February Full Council – The 2021 budget was voted through unanimously. , apparently this is the first time in anyone's memories that this has happened. It includes £400k for Climate Change and Biodiversity and money for a specific climate change officer. Monies were pledged by the Leader for a Traveling people Transit site and land is being sought.

Grounds maintenance meeting- A report is being written on the current grounds maintenance District. While there's not been time to ask at your Town matters committee, I'm hoping to speak to the Clerk today to ask what works, what doesn't , what suggestions etc. Some of you may remember I brought the idea of reducing mowing cycles on the perimeters of the Totnes carparks to increase biodiversity, especially for bees and caterpillars. I wrote wording for the signage to explain why the areas may look unkempt at times. Apparently the signs have been made but not yet put up! I will update on this next month or hopefully they will be up, and will advance this around the rest of the district!

Cherry tree- I met with Alex Whish yesterday on site to arrange the replacement, my apologies, I had questioned the felling immediately and had spoken with him in detail about it but not concluded the replacement due to other commitments. The tree will be replaced within weeks as the growing season is coming to an end. The bulbs will be removed and the roots and stumps removed, the paving will also be taken wider to enable more planting. Totnes gardens had informed the maintenance team the tree was in decline and dropping dead wood . There was an obvious breakdown in communications as neither Alex or consequently us Totnes members were not informed before the work was carried out!

I have also arranged an Oak or Acer to replace the Grey Poplar which was taken down on Vire last May. I emailed Alex last week as I was aware on contention around the Cherry and Acers felled on Coronation road. He has contacted a senior officer at DCC who has sincerely apologised for the delay and Im pleased to say the Acers will be replaced within weeks before the end on the growing season. Sweetgum is the suggested species which sounds really nice and the right thing for the location.

I know people are unhappy about the stumps, which look like a monument of death! Apparently We/SHs have a stump grinder, This will be used in the future. Please ask for further details if interested.

Graffiti boards- Im going to be looking for the shed key to see if I can find my biodiversity signage, the stump grinder and the missing graffiti boards which were removed from the skate park (5 years ago?0. Cllr Vint funded them I believe ? The graffiti in Bridgetown and around is pretty awful, I've requested we clean it off as although it is on private property it is very much public facing ! I will request and push for graffiti boards to be replaced at the skatepark asap! Whilst a graffiti wall will be

included in the intern! A letter from the Town Council supporting the immediate replacement graffiti boards would be incredibly helpful.

Some of you may remember I had began arrangements for a graffiti workshop through the art working group. Maybe this would be a good time to take this forward?

Skatepark- Ive requested the full Lottery grant application be submitted before Easter- it's a 3 month max turn around if I remember correctly.

Great Court Farm- the plans are being drawn up to replace the Devon hedge which was removed. Some of the works I asked to be rectified have already been completed , eg the removal of laurel and planting of native species on the public green in front of the old show home. Hope to update asap.

Atmos- The meeting I informed the Clerk about has taken place with the new "owner" and relevant officer. I am being kept informed of any changes though until there's statements released as concrete decisions are made. My feeling is that 2020 will be a busy year for preapps..

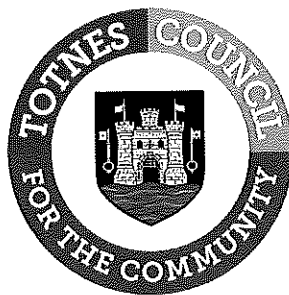
Gypsy traveller forum- I will be attending this meeting on Thursday. Ive been trying to spread the word to those groups and individual and get around to chat to as many caravan dwellers in and around the lanes and offers lifts. I hope it all goes smoothly and some way forward manifests from the different travellers. Id there's anything specific you would like included please let me know.

I attended the informal council prior to full council on 13th Februarys. There was a presentation from the waste team regarding the new collections. The date of the switch over is 28th September and there will be a timeline to introduce the new system to residents. The offer of a waste team member making a presentation to Town Council or committee is still open. I will include the set of questions raised. I asked that a statement be made re electric vehicles and for thing like the reason black plastic cant be put in with recycling be included in leaflets. I will include the list of questions and answers.

I've attended a long licensing meeting regarding taxi licence.

Probably forgotten something I

Thanks for reading



7a

DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 3rd FEBRUARY 2020 AT THE GUILDHALL TOTNES

Present: Cllr J Hodgson (Chair), Cllr Paine, Cllr Luker, Cllr Price, Cllr Matthews, Cllr Vint, Cllr Trow, Cllr Piper, Cllr Allen, Cllr Allford, Cllr Adams, Cllr Hendriksen, Cllr Webberley and Cllr Skinner.

Apologies: Cllr Perkins, Cllr Simms and D.Cllr Birch.

In Attendance: Catherine Marlton (Town Clerk), Christina Bewley (minutes), Peter Bethel (Town Sergeant), Soundart Radio x 1, D.Cllr Rose, D.Cllr Sweett and 3 members of the public.

No	Subject	Comments
1	To receive apologies and vote on whether to agree.	<p>Apologies were received from Cllr Perkins and Cllr Simms. The reasons given were read out by the Clerk. Cllr Perkins also gave his resignation.</p> <p>It was RESOLVED to accept the apologies and resignation from Cllr Perkins.</p> <p>Apologies were not accepted for Cllr Simms.</p>
2	The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.	Confirmed.
3	<p><i>The Council will adjourn for the following items:</i></p> <p><u>Reports from County and District Councillors</u></p>	<p>It was RESOLVED to suspend standing orders</p> <p>a) C.Cllr Hodgson e-mailed a report prior to the meeting with hard copies handed out at the meeting. Gypsies and travellers are a big issue for Totnes. DCC have a meeting planned for the end of the month to discuss ways forward. DCC are doing a caravan count to try to get an accurate assessment of the situation. There is a Government consultation out about enhancing Police powers on trespass. Cllr Hodgson suggested doing a Town Council response to the consultation. The Police are opposed to criminalising illegal camps.</p> <p>The Traffic Forum are hoping to hold an event in the Civic Hall on 29th of this month on Air Quality monitoring and Cllr Hodgson would like the Town Councils support for it.</p> <p>Cllr Paine asked that reports are submitted in sufficient time for Councillors to be able to read them before the meeting, and that they are in a big enough print for ease of reading.</p> <p>Cllr Webberley raised concerns about the poor public attitude towards travellers. Cllr Hodgson advised that SHDC received a grant from central government and employed some navigators who talk to the travellers to find out their needs, but that the real need is for serviced sites for them in the district.</p> <p>Cllr Trow raised concerns about the lack of affordable housing</p>

in Totnes. Cllr Piper confirmed that many travellers are forced into that lifestyle because of the shortage of affordable housing.

Cllr Vint asked that a letter be sent to DCC to raise concerns that the Littlehempston cycle path is still not open. He would like a Town Council response to the National consultation on travellers. He also enquired about how the air quality monitoring exercise proposed by Cllr Hodgson would be funded. Cllr Hodgson offered to pay it from her County Councillor budget.

b) D.Cllr Birch provided a written report.

c) D.Cllr Sweett provided a written report. She expressed concerns about the proposed changes in the trespass laws. She has also discussed homelessness with SHDC officers and the navigators. The outcome of the SHDC Travellers meeting was very positive and the Leader was suggesting the need to identify transit sites for travellers.

Cllr Piper suggested the issue of travellers should be discussed at Town Matters to prepare a solution to put forward to SHDC. He expressed concerns over the proposed changes in the trespass laws and how that will affect the right to ramble.

d) D.Cllr Rose provided a verbal report. He suggested looking outside the box for solutions with the travellers such as renting agricultural land. This could be tied in with climate change action to re-wild areas of land and travellers could be allowed to live on that land in exchange for looking after it. He is concerned that this vulnerable group of society and thinks some sort of awareness project might help reduce prejudices against them.

D.Cllr Rose has had a meeting with the SHDC officer dealing with the Climate Emergency Action Plan. The Action Plan should be out with all Town & Parish Council's for comment this week. There has been some progress with electric vehicles, they have bought an electric car for use by staff and are proposing to do loans for staff to buy electric vehicles. There is currently a link to a small website for the SHDC Climate Action. No specific deadline yet for finalising the Action Plan. An idea was put forward to establish a cross-sector panel to enable expertise in organisations and the public to be utilised.

Cllr Piper asked if any funding has been provided by central government to help with Climate Change action. D.Cllr Rose advised that he is not aware of anything from central government but SHDC have allocated £400000 in their budget for that purpose and just needs Executive Committee approval.

The Council reconvened.

4	<p>To approve and sign the Minutes of the following Meetings: <i>(Please note confidential minutes can be agreed but any discussion must be held in Part 2):</i></p> <ul style="list-style-type: none"> a. Full Council 6th January 2020 b. Council Matters 13th January 2020 c. Planning 20th January 2020 d. Town Matters 20th January 2020 	<p>It was RESOLVED to approve and sign the Minutes of the following meetings :</p> <ul style="list-style-type: none"> a. Full Council 6th January 2020 b. Council Matters 13th January 2020 c. Planning 20th January 2020 d. Town Matters 20th January 2020
5	<p>To consider any matters arising from the Minutes <u>and to approve any recommendations</u> from Committees <i>(Please note confidential recommendations can be agreed but any discussion must be held in Part 2):</i></p> <ul style="list-style-type: none"> a. Full Council 6th January 2020 b. Council Matters 13th January 2020 c. Planning 20th January 2020 d. Town Matters 20th January 2020 	<p>The following matters arose:</p> <ul style="list-style-type: none"> a. <u>Full Council 6th January 2020</u> <p>None</p> <ul style="list-style-type: none"> b. <u>Council Matters 13th January 2020</u> <p>None</p> <ul style="list-style-type: none"> c. <u>Planning 20th January 2020</u> <p>Item 2 – Cllr Vint offered to draft the wording for the Totnes Directory entry. He confirmed that this is just a reminder to the public and that SHDC are responsible for enforcement action if required. Cllr Hodgson referred to an audit that SHDC were intending to do some time ago of all the walls in the town and that it would be useful to chase that up. Cllr Paine proposed that there should be a H&S standing agenda item to identify issues that need referring on to SHDC. It was RESOLVED to accept the recommendation. Item 7 – It was RESOLVED to accept the recommendation.</p> <ul style="list-style-type: none"> d. <u>Town Matters 20th January 2020</u> <p>Public sessions – the offer of the workshop was accepted. It was agreed that Homelessness would be a standing agenda item. Cllr Price advised that she attends a two monthly multi-agency meeting about homelessness and the Town Council receives a copy of the minutes. She suggested the minutes could be distributed to all Councillors and she could come to the Town Matters meetings to answer any questions or take back any issues to the Homelessness meetings. This would be every two months to coincide with the Homelessness meetings. Cllr Webberley expressed an interest in becoming a Link Councillor and attending those meetings when the Councillors Link roles are reviewed in April.</p> <p>Item 8 – Cllr Vint gave an explanation of the Local Electricity bill. A letter of support should be prepared and sent to central government. It was RESOLVED to accept the recommendation.</p> <p>Item 9 – Cllr Adams advised that further information can be obtained from Mary Garvey who runs the Dementia Café every</p>

		<p>Friday 2pm-4pm at the Totnes Boating Association. Cllr Allen also has lots of literature she can share. Cllr Adams will invite Mary Garvey to come to talk at Full Council. It was RESOLVED to accept the recommendation.</p> <p>Item 10 – It was RESOLVED to accept the recommendation. Cllr Piper asked for the Civic Hall booking process to include reference to Fairtrade to encourage hall users to buy Fairtrade goods. Cllr Vint suggested it could be included in our next Totnes Directory leaflet. The Clerk confirmed the Fairtrade logo is to be put on our website.</p> <p>Item 11 - It was RESOLVED to accept the recommendation.</p>
6	To note any update on the NP (standing item).	Cllr Luker advised that there is nothing new to report as we are awaiting comments on the draft Plan from SHDC.
7	To receive any update on the progress on the draft Totnes Community Climate and Ecological Action plan.	Cllr Hodgson advised that there is no update as the drafting of the Action Plan is still in progress. Cllr Vint offered his help.
8	To note that the deadline for Councillor Allowance claim forms is 6th March 2020.	Noted.
9	To note the date of the Civic Dinner - Saturday 22nd February in the Civic Hall. Tickets must be purchased from Mairead mayor@totnestowncouncil.gov.uk	Noted. Cllr Hodgson advised that tickets are £16. Food in the Community are doing the catering. Totnes Caring are the main beneficiaries of the event and will be running the bar.
10	To note the latest Visit Totnes Marketing report.	Noted. Thanks were expressed to Samantha Branch for her work on this and the excellent Visit Totnes website.
11	To consider a request for a representative on the Devon Countryside Forum.	Cllr Allen, Cllr Trow and Cllr Hendriksen volunteered. This was unanimously AGREED .
<p><i>The Council did not asked to RESOLVE to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i></p>		
12	To discuss any confidential items from the Council Matters minutes, such as staffing budgets.	None.
13	To note the date and time of the next meeting: Monday 2nd March 2020. Public session from 6.30pm in The Guildhall.	Noted.

Ended 8.30pm

Catherine Marlton
Town Clerk



76

DRAFT MINUTES FOR THE COUNCIL MATTERS COMMITTEE
MONDAY 10TH FEBRUARY 2020 AT THE GUILDHALL TOTNES

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

Apologies: Cllr Luker

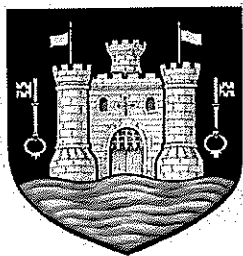
Not present: Cllr Simms

Present: Catherine Marlton (Town Clerk), 2 members of the public.

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	The apologies from Cllr Luker were AGREED .
<i>The Committee will adjourn for the following item:</i>		
	Public Question Time: A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.	A member of the public requested that the Council decision not to plant wildflowers on the Cemetery 'roundabout' be reconsidered. The Town Clerk explained that 3 Councillors would need to request in writing a revisit at Full Council as outlined in the Standing Orders.
<i>The Committee will convene to consider the following items:</i>		
2	To discuss any matters arising from the minutes of: Council Matters 13 th January 2020 - (already agreed through Full Council)	None.
3	To consider the current year's budget allocations, budget monitor, balances and forecast,	The current year budget monitor was considered and AGREED unanimously. The Town Clerk reported that covers had been purchased for the mace bearers uniforms.
4	To consider a proposal from Cllr Luker that up to £1000 of surplus from the Councilor Allowances budget should be vired to the Climate Change budget.	This was unanimously AGREED subject to it being ringfenced for tree planting. Requests for expenditure should come from working groups to Council Matters.
5	To consider the draft job descriptions and recruitment timeline for the following positions: a) Community Fundraiser b) Town Maintenance Officer c) Green Travel Coordinator	The recruitment schedule and job descriptions for the Town Maintenance Officer and Community Fundraiser was AGREED . It was RECOMMENDED to Full Council that a letter be sent to TQ9 requesting payment of the £70,000 to be spent on a 2 year fixed term post (Green Travel Coordinator) and implementation works. The letter should include reference to the Traffic and Transport Forum overseeing the output and direction for the role and the Town Clerk to be the line manager. It was reiterated that any expenditure in relation to the above monies would be subject to the usual financial regulations and Standing Orders and therefore need to be considered by Council Matters. The job description for the Green Travel Coordinator was AGREED . The Town Clerk would send a recruitment schedule to Council Matters in March for consideration. Any recruitment will be subject to receipt of the funds beforehand.
6	To consider storage solutions and vehicle requirements going forward	Temporary storage in the chapel was AGREED . Councillors were enthusiastic about the electric vehicle and asked for costings to come to March Council Matters.
7	To consider audio recording equipment and other potential upgrades for the Guildhall Council Chamber	It was RECOMMENDED to Full Council that the Town Clerk be given delegated authority up to a total of £6,000 to implement improvements to the Council Chamber. The priority is audio

		improvements, then a display/screen, then investigating visual recording capabilities. Cllr Hendriksen, Cllr Piper and the Town Clerk will source the best options before proceeding with expenditure.
8	To note any update or proposed items of expenditure from the Climate Change Working Group	Update noted, no expenditure.
9	To note any update or proposed items of expenditure from the Public Realm Working Group	The update was noted and it was AGREED that the remaining £500 allocation for Totnes Gardens in 19/20 can be spent on organic compost for the town. It was RECOMMENDED to Full Council that the Public Realm brief be agreed and the design company instructed to start the community consultation phase of works.
10	To consider an Equalities Policy	It was RECOMMENDED to Full Council that the policy be adopted.
11	To consider and authorize the Mayoral Civic Event budget	This was AGREED . It was noted that lower ticket sales would result in an increased overall event cost.
12	To agree dates for the Mayoral Choosing and Annual Town Meeting (to be agreed by Full Council) a) Mayoral Choosing – Thursday 21 st May 2020 b) Annual Town Meeting – Thursday 30 th April 2020	It was RECOMMENDED to Full Council that this date be approved with an 11am start time. It was RECOMMENDED to Full Council that this date be approved.
13	To receive an update on the Neighbourhood Plan (standing item).	None.
14	To note any update or proposed items of expenditure from the Arts Working Group	Update noted, no expenditure.
15	To note any update of items or proposed expenditure from the Cemetery Working Group	The update was noted and it was AGREED that the Town Ranger be asked to clean and/or repaint the railings (non urgent) and that 2 days are allocated to cutting back shrubs, saplings, brambles.
16	To consider a request for yarn bombing	This was AGREED for the weekend of the event only.
17	To receive an update from Caring Town	Noted. Councillors AGREED to a letter of support as requested.
18	To note the Share Shed siting on the Market Square	Noted.
19	To consider how to reallocate redundant equipment: a) Salt Gritter b) Floor Buffer	It was AGREED to ask Share Shed and if they do not want the items, local community groups.
<i>The Committee will be asked to RESOLVE to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i>		
20	To consider and agree the bank and petty cash reconciliations (confidential as contains personal information of payees).	The reconciliations were unanimously AGREED .
21	To consider and sign (Clerk and Chair) the 2019/20 staffing budget	This was unanimously AGREED and signed by the Clerk and Chair.
22	To consider Electrical and Fire Safety reports from Totnes Museum (commercially sensitive)	It is RECOMMENDED to Full Council that <u>up to</u> £8,000 is earmarked for essential museum maintenance subject to the following: 1. The Museum Trust produces a budget document showing the 2019/20 income and expenditure and a 2020/21 forecast showing expected income and liabilities before any expenditure can be agreed. ATTACHED

		<p>2. Expenditure is limited to priority matters only initially and the Museum Trust must obtain further information (from non commercial sources) about what is absolutely essential work.</p> <p>3. All works will be subject to the Town Council's financial regulations of more than one quote, and all contractors will be commissioned and paid directly by the Town Council.</p> <p>4. That the Museum Trust acknowledges that any improvements made are done so as a one off exception given that the terms of the lease clearly state the items proposed are the responsibility of the Museum Trust.</p>
23	To consider lease terms for Eastgate storage (legally sensitive)	Deferred to a later meeting.
24	To consider an issue in relation to a community asset (legally and commercially sensitive)	It was RECOMMENDED to Full Council to give the Clerk delegated authority to submit an Asset of Community Value application to SHDC. Cllr Vint has volunteered to draft the document in liaison with other Councillors.
25	To receive a general staff update	Noted.
26	To consider the uses and layout of the Civic Hall spaces (commercially sensitive)	Deferred to Venues Working Group in late February, then Council Matters in March, Full Council in April. It was noted that the planning application cannot be submitted and the project progressed until Council agree the purpose and layout of the building.
27	To note the draft Christmas Events debrief document (commercially sensitive)	Noted. Councillors were pleased with the feedback overall. The finalised budget would be presented to Council Matters in March for information. The debrief document will be emailed to all Councillors.
28	Date of the next meeting – Monday 9 th March 2020 at 7pm.	



TOTNES TOWN COUNCIL

The Guildhall Offices

5 Ramparts Walk

Totnes

Devon

TQ9 5QH

Tel 01803 862147

Email clerk@totnestowncouncil.gov.uk

Website www.totnestowncouncil.gov.uk

ITEM 7B
(ITEM 5)

TQ9 Partnership LLP
Baltic Wharf
St Peter's Quay
Totnes
Devon
TQ9 5EW

XX March 2020

Dear Sirs,

Request for Payment of £70,000 S106 Obligations

Further to recent meetings and correspondence, Totnes Town Council requests the payment of £70,000 from TQ9 as set out in the Deed made under Section 106 dated 4th September 2012 with Devon County Council. This payment relates to the Schedule 1 contributions on 90 per cent occupation of Phase 1 of the Baltic Wharf development, and will be used to fund a two year fixed term Green Travel Co-ordinator position overseen by Totnes Town Council and implementation of projects identified by the Coordinator and agreed by Full Council.

Totnes Traffic and Transport Forum will work with the Coordinator to identify improvements and work strands in line with the Town Council's adopted Transport Policy and Strategy.

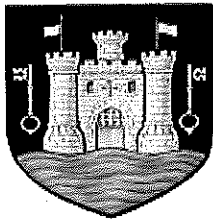
All proposed expenditure for implementation will be subject to the Town Council's usual Financial regulations and processes.

The Green Travel Coordinator will be overseen by the Town Council and line managed by the Town Clerk.

The Totnes Town Council bank details for the transfer of funds is: Sort Code 40-44-24, Account Number 01000357

Yours faithfully,

Catherine Marlton
Town Clerk



visit **TOTNES**

Totnes Town Council Public Realm Project Brief

January 2020

Prepared by Totnes Town Council, Visit Totnes &
Public Realm Working Group

1. Introduction

- 1.1 Totnes Town Council has recruited 20/20 on the basis that they can deliver strategic advice with practical solutions covering destination signage, visitor information, interpretation of the area, navigation and the overall aesthetics of the town centre.
- 1.2 Phase 1 of this project is for TTC and the Public Realm Working Group to receive a written report with recommendations on how to make improvements on all of the above.
- 1.3 Phase 2 will be for 20/20 to produce designs and recommendations on the styles of signage, interpretation boards and any public realm elements.
- 1.4 TTC have had feedback from councilors and stakeholders to say that signage within the town centre and leading in from various entry points can be confusing. It is felt that the area has become too busy with a mix of different styles of signage meaning people have become blind to them. Also lots of the current interpretation boards are old and tattered.
- 1.5 There are different entry points for different types of visitors
 - tourists can either come from the Dartmouth Steam Rail boat company on the river during peak months (which is completely lacking in signage) or from the South Devon Railway track
 - tourists and day visitors on buses on Coronation Road

- tourists and day visitors on trains from the mainline station
 - tourists and day visitors may cycle or walk from a variety of entry points – Dartington is a popular route
 - tourists, day visitors and some locals will drive and park at one of the car parks
 - the group / coach market are dropped off by coaches on Coronation Road or The Lamb.
- 1.6 TTC is looking for advice about which existing signage can be removed or moved, which road signs are redundant or broken, where new signage is needed and how moving or changing it will improve either navigation, information or interpretation.
- 1.7 TTC also needs advice on the type of signage we should be using and why, whether fingerposts, maps, totems etc., what purposes the different types will fulfil.
- 1.8 The needs of people with disabilities should also be considered in relation to both signage and information.
- 1.9 One Councillor has mentioned the possibility of a Tourist app however the Visit Totnes website does scale down to a mobile phone which is why we hadn't considered it but recommendations here and in other potential digital areas would be welcome, alongside how to drive more people to visit the VT website and follow on social media.
- 1.10 For the final part of Phase 1 TTC would like recommendations on types and positions of other public realm elements including planters, bins, benches, bollards, cycle racks and lighting if all possible – all to help improve the overall visitor experience. It has been noted by Cllrs that the town is particularly short of suitable locations for bench seating and cycle racks; and the use of bollards in the high street are a serious obstruction for people with buggies and wheelchairs.
- 1.11 Phase 1 is to include a Community Engagement Pop-up consultation with members of the public and key stakeholders.
- 1.12 Phase 2 will see TTC receive details on the proposed / recommended design of the signage and other components. For this TTC would like 20/20 to consider the brand values of the town as a whole and the brand guidelines from Visit Totnes for elements which are specifically focused around tourism.

2. Branding

- 2.1 As a Council which has declared a Climate Emergency and has the environment at the heart of its values all recommendations should take this into consideration and should be mindful of any sympathetic materials and aim to keep carbon footprint as low as possible by using local tradespeople.

2.2 Other core town values: creative, eclectic, diverse, collaborative, people-focused and forward-thinking.

2.3 TTC also have the Visit Totnes brand which was created as an identity when the original TIC closed 3 years ago. Visit Totnes has a dedicated website (visittotnes.co.uk) and social media channels (FB, Twitter & Instagram) alongside an annual marketing plan to help with visitor information, brand awareness and promotion of the town during shoulder months.

2.4 The Visit Totnes brand guidelines would need to be considered when making recommendations on the design of all the new components in Phase 2. **SB ASKED LB FOR BRAND GUIDELINES**

3. Aim

For visitors to the town to have a more relaxing, fulfilling and enjoyable experience resulting in them spending more time & money in town, being more inclined to share positive remarks & photos via social media and word of mouth, and leaving feeling better informed about the area's history & heritage, local businesses & sustainability.

4. Objectives

4.1 To ensure that visitors entering Totnes can easily navigate from the various entry points to and around the town centre whether arriving by car from the car parks, by boat from Dartmouth River Boat Company, by train, bus, bicycle or on foot.

4.2 To ensure the town's infrastructure is welcoming and informative for a variety of visitors including local residents and tourists of all ages and taking Access for All requirements and Inclusive Totnes into consideration.

4.3 To ensure relevant signage and elements are visible at all times of the day particularly considering the winter darker afternoons – however light pollution should be kept to a minimum perhaps restricting from midnight to 6am.

4.4 To encourage sustainable navigation and travel around and from/to the town by promoting walking/cycle routes and public transport.

4.5 To encourage visitors to explore the hidden areas of Totnes down the back streets e.g. Leechwell Street, to The Guildhall behind St. Mary's Church, up to the very top of The Narrows and Leechwell Street etc.

4.6 To encourage people to use the various public spaces in the town including Vire Island, Leechwell Garden, the Shady Garden, Steamer Quay, The Lamb Garden, and the Rotherfold as places to sit and relax.

5. Current Problems Highlighted by Stakeholders / Visitors

- 5.1 The annual TIC was closed over three years ago which used to be in the Old Mill at the bottom of the town by Morrisons. A seasonal, permanent TIC opened 2 years ago at the Market Square however some people who haven't visited in this time still visit the old site first and then complain when they have to walk up the hill, stopping to ask businesses along the way where it is
- 5.2 The Castle while visible in several places can be hard to find with current signs not being very helpful or noticeable
- 5.3 There is an old hexagonal poster board outside the old TIC which TTC sells for advertising space therefore the idea of the sign is of value financially and valuable in terms of space for local businesses, however the sign itself is very cumbersome and worn, therefore recommendations on where you would potentially move this and what it could look like e.g. physical sign, digital etc.
- 5.4 Local residents need visible / external space for local events to be advertised. TTC is installing two large digital screens into the ramp at the Civic Hall on Market Square (when it is renovated) however any recommendations as to where else this could be factored in would be good

6. Outcomes

- 6.1 Increase pedestrian footfall in and around the town increasing opportunity for additional spend in the high street and back streets / more hidden areas (particularly The Narrows at the very top of the High Street / Cistern Street and Leechwell Street plus Ticklemore Street and The Guildhall
- 6.2 Showcase Totnes as an attractive historic market town with a vibrant, creative, friendly and environmentally sensitive personality which has great independent retail and food outlets with interesting & exciting events
- 6.3 Provide a better overall visitor experience by enabling people to reach their desired destinations easier, more quickly and safely
- 6.4 Encourage more people to continue to The Narrows therefore communication that there are more shops & eateries beyond this area is key
- 6.5 Visually improve the town's physical appearance by recommending a range of solutions
- 6.6 Incorporate a heritage / historical town trail either through signage or AR / App which TTC / VT can potentially do by collaborating with Plymouth Uni

6.7 To encourage more people to visit the Visit Totnes website on arrival and increase the number of followers on social media

7. Stages

7.1 The different stages will need to be phased by TTC due to budget limitations and could take a total of 3 years to complete. Stage 1 has been paid for and assigned to 20/20 and will take place in 2020.

7.2 TTC would like to use local tradespeople for as much of Stage 5 (production and installation of signage and other elements) in order to boost the local economy.

Stage 1: Analysis of existing signage, interpretation boards & public realm elements to include an audit within the centre and its core perimeters and how effective it currently is.

Stage 2: Recommendations for improvements in signage, interpretation boards and public realm elements with identification of suitable alternatives, where and why.

Stage 3: Creative design of the aesthetics of all the elements

Stage 4: Preparation of specification, execution of tender procedure, receipt of tender documentation and preparation of tender appraisal with recommendations.

Stage 5: Installation of new signage / interpretation / public realm elements with project management – this stage would need to go out to tender

8. Budget

8.1 Phase 1 has been paid for.

8.2 £20,000 has been allocated from the 2020/21 budget for Phase 2 design work.

8.3 £50,000 has been earmarked from the 2020/21 budget for Stages 4 & 5.

9. Partners / Stakeholders

9.1 TTC will outline a list of the relevant key stakeholders to include representatives from Devon County Council / Highways and South Hams Councils, TTC Councilors, Chamber of Commerce, Totnes Gardens and some key local residents.

9.2 TTC would like 20/20 to host a community engagement pop-up roadshow before Phase 2 so that the local residents will feel informed and engaged.

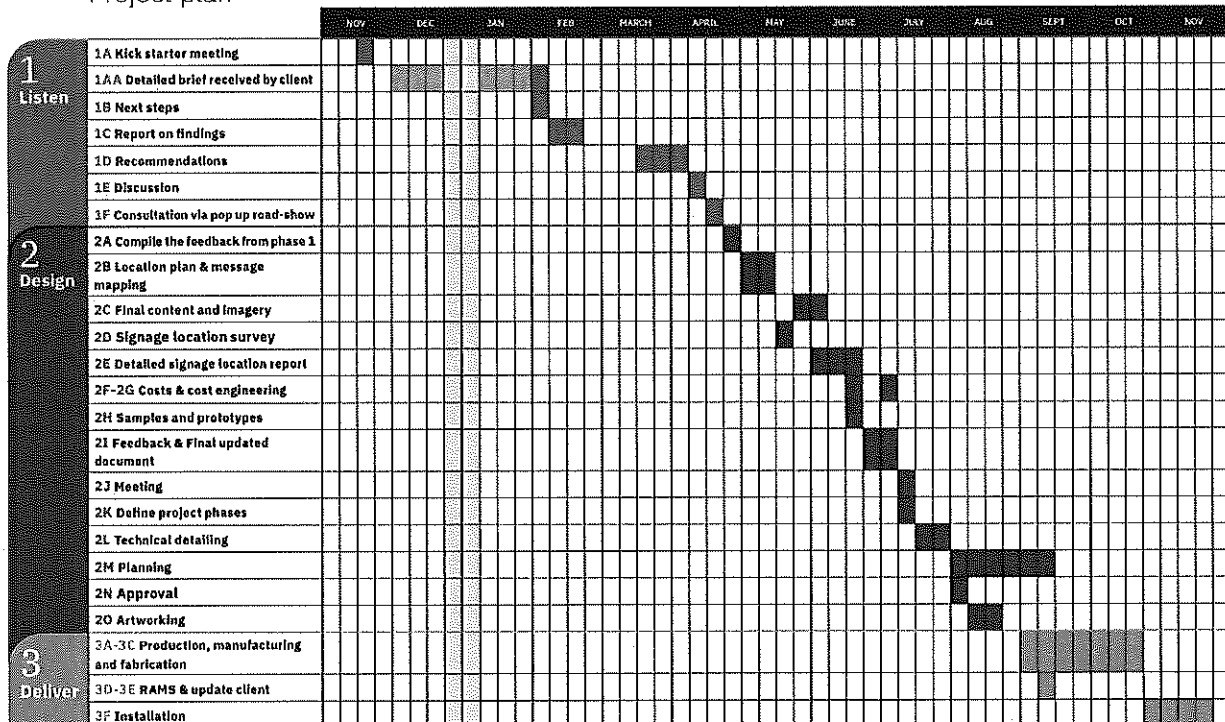
10. 20/20 Proposed Timeline

- Contract commenced: October 2019
- Kick Starter Meeting: November 2019
- Audit / Report & recommendations: Mid March / April

- Discussions: Mid April
- Consultation with community: Mid – end April
- Design Process: From May – September
- Production / Installation: From October – end 2020 for certain elements dependent on budget

Our approach

Project plan



Please note, this is an estimated programme based on previous projects of a similar specification.

11. Target Market

11.1 Market research was conducted in 2015 which highlighted the following demographic of visitor:

- Day Visitors: ABC1 adults within an hour drive aged 25 – 55 including young professionals and empty-nesters
- Staying Visitors: ABC1 adults 35 – 60+ staying in and around the town
- Coach / Group Market: C1C2 55+

11.2 The family market isn't a primary target however numbers increase during the school holidays therefore should be considered.

11.3 Looking at other target market classifications the following are primary targets:

- Empty Nesters / Fledgling Free 50+ - children left home therefore enjoying more disposable income
- Aspiring Homemakers – mainly couples aged 30-40 who've bought their home but pre-children
- Third Agers – 65+ - in good health still looking for new experiences, nostalgia

11.4 Visitors are primarily from other parts of the UK however we also have visitors from overseas – we don't have any scientific data to back this up however we have people from France, Germany, Holland, USA and some Chinese.

Appendices

- The 2015 market research report will be submitted with this brief along with the following
- a list of stakeholders
- an existing report from David Martin, and xxx

Item 7b
(Item 10)



EQUALITY POLICY

TOTNES TOWN COUNCIL

Draft for Council Matters – 10th February 2020

Totnes Town Council is committed to encouraging equality and diversity among our workforce, and eliminating unlawful discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

The organisation commits to:

- encourage equality and diversity in the workplace as they are good practice and make business sense
- create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued

- this commitment includes training managers and all other employees about their rights and responsibilities under the equality policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination
- all staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public
- take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities
 - such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice
 - further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence
- make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation
- decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act)
- review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law
- monitor the make-up of the workforce regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality and diversity, and in meeting the aims and commitments set out in the equality policy
 - monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues

The equality policy is fully supported by senior management and the Council.

Totnes Museum – expenditure requested March 2020

Item 7b
(Item 22)

From February 2020 Council Matters

Recommendation to Full Council that up to £8,000 is earmarked for essential museum maintenance subject to the following:

1. The Museum Trust produces a budget document showing the 2019/20 income and expenditure and a 2020/21 forecast showing expected income and liabilities before any expenditure can be agreed. **ATTACHED**
2. Expenditure is limited to priority matters only initially and the Museum Trust must obtain further information (from non commercial sources) about what is absolutely essential work.
3. All works will be subject to the Town Council's financial regulations of more than one quote, and all contractors will be commissioned and paid directly by the Town Council.
4. That the Museum Trust acknowledges that any improvements made are done so as a one off exception given that the terms of the lease clearly state the items proposed are the responsibility of the Museum Trust.

Electrical

C1 and C2 priority = circa £600

C3 Priority = circa £3,000

Storage radiator in gallery (failed, possibly causing damp) = circa £900

Fire Safety

New fire alarm system = up to £20,000 (no quotes received as yet)

Pre application to SHDC for conservation officer advice = £360

Fire doors, emergency lighting etc. Will depend on Conservation Officer advice before costings are sought. = £TBC

Intruder Alarm system improvements

Upgrade system = £2400 (monitoring ongoing to be paid by Museum Trust)

The initial known costs are £7260

Further costs of £20,000 + when information is confirmed

Income / Expenditure 2018 - 2020 (year ending February)				Budget 2020 -21	
Income	Total Income 2019 -20	Total Income 2018 -19	Total Income 2017 -18		
FF Donations	£ 12,195	£ 10,196	£ 5,162	£ 200.00	
Shop Sales	£ 2,648	£ 2,245	£ 1,631	£ 500.00	
Sponsorship	£ 282	£ -	£ -	£ 600.00	
Donations to Museum	£ 944	£ -	£ 1,257	£ 600.00	
Miscellaneous	£ 200	£ 1,475	£ 5,593	£ 19,900.00	
Sub Total Museum	£ 16,269	£ 13,916	£ 13,644	£ 300.00	
Study Centre Research Use	£ 546	£ 576	£ 394	£ 200.00	
Donations	£ 97	£ 193	£ 120	£ 40.00	
Photocopying	£ 26	£ 26	£ 47	£ 540.00	
Sub total Study Centre	£ 669	£ 795	£ 561	£ 20,440.00	
Income Total	£ 16,938	£ 14,711	£ 14,204		
Expenditure	Total Expenditure 2019 - 20	Total Expenditure 2018 -19	Total Expenditure 2017 - 18	Budget 2020 - 21	
Goods for Resale (Shop)	£ 1,130	£ 1,125	£ 571	£ 1,185.98	
Repairs and Renewals	£ 1,694	£ 1,593	£ 4,285	£ 1,778.23	
Publicity & Advertising	£ 620	£ 697	£ 731	£ 650.66	
Custodian's Pay (Gross)	£ 8,518	£ 7,909	£ 7,461	£ 8,944.09	
Electricity	£ 2,451	£ 2,727	£ 2,967	£ 2,494.67	
Water	£ 114	£ 115	£ 161	£ 119.50	
Post & Petty Cash	£ 210	£ 282	£ 189	£ 220.64	
Rent Council Tax Insurance	£ 1,365	£ 1,326	£ 1,272	£ 1,432.94	
Telephone	£ 609	£ 541	£ 475	£ 585.09	
Internet	£ 276	£ 350	£ 359	£ 289.80	
Subscriptions	£ 166	£ 30	£ 74	£ 174.30	
Paranormal Evenings	£ 100	£ 571	£ 305	£ 105.00	
Expenditure Total	£ 17,251	£ 17,266	£ 18,852	£ 525.00	
				£ 500.00	
				£ 19,005.89	



**DRAFT MINUTES OF THE PLANNING COMMITTEE
MONDAY 17TH FEBRUARY 2020 AT THE GUILDHALL TOTNES**

Present: Councillors R Hendriksen (Chair), J Hodgson, C Luker, and P Paine.

Apologies: Cllr G Allen.

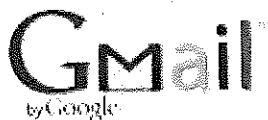
Not Present: Cllrs A Simms, V Trow and R Vint.

In Attendance: Sara Halliday (Committee and Cemetery Administrator).

N o	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 from Cllr Allen.
	<i>The Committee will adjourn for the following items:</i>	
	A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.	There were no members of the public present.
	<i>The Committee will convene to consider the following items:</i>	
2	To update on any matters arising from the minutes of 20 th January 2020. (Note: already agreed through February 2020 Full Council.)	<p>Item 2 – Resolved by Full Council. An item will be drafted for inclusion in the next 'Town Matters' insert for the Totnes Directory, as well as for inclusion in the Totnes Times.</p> <p>Items 4a and 4c – no decision as yet; 4b – approved with a condition that specific replacement trees are planted.</p> <p>Items 5a and 5b – no decision as yet.</p> <p>Item 7 – Resolved by Full Council. South Hams District Council has since confirmed that the proposed electric car charging point location has now changed to the Victoria Street car park. It was AGREED that a separate meeting to understand the technology involved in electric car charging points would be organised.</p>
3	To make recommendations on the following tree works orders: 3a) 3221/19/TPO G1: Lombardy Poplars x 28 – Re-pollard to approx. 5m above ground level, pruning just above previous pruning points. Reason: to manage several years of regrowth. Land adjacent to Moorashes, Totnes, TQ9 5TN.	This application was approved on 14 th February 2020.
4	To make recommendations on the following planning applications: 4a) 0120/20/FUL – Erection of 3 bedroom dwelling. Land at SX 814 606. Jubilee Road,	Object, based on: the drainage concerns raised by the South Hams District Council internal consultee;

	<p>Totnes.</p> <p>4b) 1835/19/FUL – READVERTISEMENT (Revised plans received) Construction of new offices and car park. Builders Yard, Babbage Road, Totnes, TQ9 5JA.</p> <p>4c) 3045/19/HHO – Householder application for alterations and extension of existing dwelling to provide first floor accommodation and garden office. Hillcrest, Blackpost Lane, Totnes, TQ9 5RF.</p> <p>4d) 0374/20/HHO & 0375/20/LBC Householder application and Listed Building Consent for small extension and minor internal modifications to existing cottage. Singer Cottage, Bowden House, Totnes, TQ9 7PW.</p> <p>4e) 0323/20/HHO – Householder application for demolition of existing side extension and erection of new two storey and single storey extensions. Belvedere, Bridgetown Hill, Totnes, TQ9 7BN.</p> <p>4f) 0245/20/ARM – Application for approval of reserved matters following approval 0440/16/CRB for details of Phase 1a the appearance, landscaping, layout and scale of Bat House. The Playstation, Station Road, Totnes, TQ9 5JR.</p> <p>4g) 0341/20/LBC – Listed building consent to re-slate front elevation, repair windows, improve/renew roof and chimney flashings, fit new rooflights and install 2no. 3rd floor stairs. 55a Fore Street, Totnes, TQ9 5NJ.</p>	<p>and the proposed roofing material is incongruous to the neighbouring properties.</p> <p>Support, subject to the application meeting flooding and run-off requirements of South Hams District Council drainage and Environment Agency. The Committee would encourage the incorporation of the renewable energy options identified and would wish to see green travel options (including electric car charging point and bike racks) for employees. Finally, the Committee would suggest that the branding for the building ensures that 'construction' is spelt correctly.</p> <p>Support.</p> <p>Support.</p> <p>Support.</p> <p>Support. Cllr Paine abstained.</p> <p>Support.</p>
<p>NOTE: Cllr JH observes and does not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.</p>		
5	<p>To consider the results of 'The Carrions' parking survey.</p>	<p>In response to residents' concerns brought to Full Council, Cllr Luker summarised the results of a survey that has been conducted among residents of The Carrions. There is concern about the blocking of a turning area and access for emergency/service vehicles when cars are parked outside of the allotted spaces.</p> <p>To RECOMMEND to Full Council that it supports a request to Devon County Council Highways Department for the provision of double yellow lines</p>

		and a hatched 'no parking area' in The Carrions based on the support of residents to ensure access for emergency and service vehicles.
6	To consider the 'Stagecoach Route Consultation 2020'. [Deadline for responses is 1 st March 2020, so Councillors are encouraged to make individual representations.]	<p>Due to the deadline for responses falling on the date of the next Full Council, Councillors are encouraged to respond individually if they have specific comments to make.</p> <p>It was AGREED that any individual comments copied to the officer will be collated, put to Full Council and submitted if they have Full Council support.</p>
7	To note Tree Preservation Order Parish of Totnes No. 992 was confirmed with modifications on 16 th January 2020, Maudlin Road (Quarry) and environs.	Noted.
8	To note the South West Marine Plan public consultation https://consult.defra.gov.uk/mmo/draft-south-west-inshore-and-offshore-marine-plans/ [Note: this is outside of the Totnes Parish boundary interest – the River Dart sits in the South Marine Plan zone].	<p>Noted.</p> <p>It was AGREED to ask Cllr Piper, as Link Councillor to the Dart Harbour Community Group, if there are any plans for dredging the River Dart, and if concerns have been raised about the oxbow lake that is forming as both will restrict river access to Totnes in the future.</p>
9	To note the 'Local Green Space Development Plan Designations Criteria for the Plymouth Policy Area' (as defined in the Joint Local Plan) public consultation https://www.plymouth.gov.uk/planningandbuildingcontrol/localgreenspacedevelopmentplandocument [Note: this is for Plymouth Policy Area only, there is no mention of Totnes.]	Noted.
10	To note the date of the next meeting of the Planning Committee – Monday 16th March 2020 at 10.00am.	Noted. An item proposed for the next agenda is the number of commercial advertising boards on the approach to the railway station (up/London bound side).



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

Totnes Community Development Society

1 message

info@totnescommunity.org.uk <info@totnescommunity.org.uk>
To: mayor@totnestowncouncil.gov.uk, clerk@totnestowncouncil.gov.uk

Mon, Feb 3, 2020 at 1:45 PM

Dear Jacqi and Catherine

I hope you are well.

I am writing to you on behalf of the Directors of Totnes Community Development Society to request that two Totnes Town councillors act as a link with the Society.

We have had communication about the work of the Society with Louise Webberley and Victoria Trow in recent months including the last few days, and would hope that they may be prepared to undertake this role.

We would welcome the earliest opportunity to brief link councillors so that we can work with them in this formal capacity, around the projects of the Society: The Mansion, Atmos Totnes and the work of the young people of Golden Iris at the Elmhurst Building.

We look forward to hearing from the Town Council. If in considering this request you require further information please get in contact – our details including my mobile number are below.

With thanks

Anna

Anna Lodge

(Tel: [REDACTED])

A Director

Totnes Community Development Society

The Mansion

36 Fore Street

Totnes

TQ9 5RP

30

www.totnescommunity.org.uk

Totnes Town Council Membership and Link Councillor Roles

March 2020 Full Council

Committee Membership – Standing Orders state 8 – 10 members on each committee. Meetings will not be held without a quorate of 3 Councillors as per Standing Orders.	
Council Matters	Cllrs Price (Chair), Adams, Allford, Hodgson, Paine, Piper, Luker, VACANCY
Planning	Cllrs Allen (Chair), Hendriksen, Hodgson, Luker, Paine, Trow, Vint, VACANCY
Town Matters	Cllrs Piper (Chair), Allen, Hendriksen, Matthews, Paine, Skinner, Trow, Webberley, Vint, VACANCY
Working Group Membership – non Councillor membership needs to be agreed by committee and those members are non voting. Meetings will not be held without a quorate of 3 Councillors as per Standing Orders.	
Arts	Cllrs Allen, Matthews, Perkins, Piper (Chair), Skinner, Trow
Venues	Cllrs Adams, Allford, Hendriksen, Piper (Chair), Price and Luker proposed
Neighbourhood Plan	Cllrs Adams, Allen, Allford, Hodgson, Luker (Chair), Trow
Public Realm	Cllrs Matthews (Chair), Piper, Skinner, Luker proposed
Cemetery	Cllrs Adams, Paine, Piper, VACANCY
Economy	Cllrs Luker, Piper, Price
Climate Emergency	Cllrs Allen, Hendriksen, Hodgson, Luker, Piper, Price, Webberley, Vint (Chair)
Link Councillors – Councillors are asked to report back to all Councillors, by email and through committee	
Cultural	Cllrs Adams & Allen
Arts	Cllrs Allen & Skinner
Elderly and Vulnerable People	Cllr Allford & Webberley
Young People/Youth	Cllrs Hodgson, Price, Skinner & Webberley
Heritage	Cllr Allen
Open Space, Sports Provision, Leisure	Cllrs Piper, Trow & Webberley
Traffic and Transport	Cllr Luker
Environment and Sustainability	Cllrs Hodgson, Luker, Matthews & Webberley
Disability	Cllr Webberley
Business and Employment	Cllrs Luker and Price
Representatives on Outside Bodies – Councillors are asked contact the organisation and to report back to all Councillors, by email and through committee	
Totnes Traffic and Transport Forum	Cllr Luker
Totnes Community Development Society	TO BE CONFIRMED
TADPOOL	Cllr Webberley
Totnes Allotments Association	Cllrs Allen, Allford & Hodgson
Vire Twinning Association	Cllr Adams & Hendriksen
Totnes Municipal Charities and Totnes Bounds Charity	Cllrs Adams & Paine
KEVICC Foundation Governors	Cllrs Adams, Luker, Price & Webberley
Parish Paths Partnership	Cllr Allen
Totnes Hospital League of Friends	Cllr Allford
Dart Harbour Community Group	Cllr Piper
DALC County Committee	Cllr Hodgson
DALC Larger Councils Committee	Cllr Price
Totnes Chamber of Commerce	Cllrs Luker & Simms
Fairtrade	Cllrs Hodgson & Luker
Caring Town	Cllrs Allford, Price & Webberley
Museum Trust	Cllrs Allen & Allford
Network of Wellbeing	Cllrs Allen

Totnes Town Council Membership and Link Councillor Roles

March 2020 Full Council

Bridgetown Alive	Cllrs Adams, Allford, Webberley
Daisy and Rainbow Childcare	Cllrs Hodgson & Skinner
Inclusive Totnes	Cllr Webberley
Police and Crime Commissioner Councillor Advocate	Cllr Luker
Totnes Carnival Committee	Cllrs Allen, Allford & Hodgson
Devon Countryside Forum	Cllrs Allen, Hendriksen and Trow