



AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 7TH SEPTEMBER 2020 – HELD REMOTELY USING ZOOM

MEETING LINK: <https://zoom.us/j/99349040619?pwd=azlleVRZTzh4enV4bTZ2MUNxbHBPdz09>

MEETING ID: 993 4904 0619

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

THE PASSWORD FOR THIS MEETING IS **862147**. PLEASE NOTE THAT MEMBERS OF THE PUBLIC WILL BE KEPT IN THE WAITING ROOM FACILITY IN ZOOM UNTIL THE MEETING COMMENCES.

You are hereby SUMMONED to attend a Meeting of the Council, which is to be held using remote meeting service Zoom on Monday 7th September 2020 at 7pm for the purpose of transacting the following business:

1. WELCOME TO ALL ATTENDING AND OBSERVING

2. APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS

To receive apologies and to confirm that any absence has the approval of the Council. The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.

The Committee will adjourn for the following items:

Reports from County and District Councillors.

- a. County Cllr Hodgson – no documents.
- b. District Cllr Birch – document enclosed.
- c. District Cllr Rose – no documents.
- d. District Cllr Sweett – no documents.

The Council will convene to consider the following items:

3. CONFIRMATION OF MINUTES

To approve and sign the minutes of the following Meetings:

(Please note confidential minutes can be agreed but any discussion must be held in Part 2)

- a. Full Council 20th July 2020 – document enclosed.
- b. Planning Committee 21st July 2020 – document enclosed.
- c. Town Matters Committee 21st July 2020 – document enclosed.
- d. Extra Full Council 30th July 2020 – document enclosed.

4. CONSIDERATION OF ANY MATTERS ARISING REQUIRING A DECISION

To consider any matters arising from the Minutes and to approve any recommendations from Committees:

(Please note confidential minutes can be agreed but any discussion must be held in Part 2)

- a. Full Council 20th July 2020 – document enclosed.
- b. Planning Committee 21st July 2020 – document enclosed.
- c. Town Matters Committee 21st July 2020 – document enclosed.
- d. Extra Full Council 30th July 2020 – document enclosed.

5. TRAFFIC AND TRANSPORT FORUM

To consider any proposals from the Traffic and Transport Forum held on 26th August 2020.
No document.

6. PLANTERS IN THE TOWN CENTRE

To consider an updated proposal for Planters located in the Town Centre and to vote on delegated authority for the Clerk to make minor amendments to said proposal when getting authorisation from Devon County Council for installation.

Document enclosed.

7. ROAD CLOSURE

To review the temporary Saturday morning road closure (ends 12th September) and vote on what to do next.

Motion from Cllr Collinson to be read out.

8. INDEPENDENT SURVEY

To agree the outline brief for a professional independent survey of the town and surrounding parishes.

Motion from Cllr Price to be read out.

9. NEIGHBOURHOOD PLAN

To consider the revised draft and supporting papers for the Totnes Neighbourhood Plan; Regulation 15 submission to South Hams District Council; and ensure that all relevant documents are hosted on the TTC website.

See attached document or http://www.totnestowncouncil.gov.uk/Neighbourhood_Plan_626.aspx

10. PARKING PERMIT CONSULTATION

To consider the South Hams District Council consultation on amendments to the parking permit and charging scheme.

Document enclosed.

11. REMEMBRANCE DAY 2020

To note the request from the Royal British Legion regarding the 2020 Remembrance Day and consider a response.

Document enclosed.

12. CLIMATE AND ECOLOGICAL BILL

To consider signing the Climate & Ecological Emergency Bill as a Town Council.

https://d3n8a8pro7vhm.cloudfront.net/ceebill/pages/10/attachments/original/1597739010/Climate_and_Ecological_Emergency_Bill_%2814_August%29.pdf?1597739010

13. VISIT TOTNES

To consider a proposal for additional support for local businesses and the knock on impact on the Visit Totnes annual budget.

Document enclosed.

14. LONGMARSH ISSUES

To consider complaints from residents and consider a response – Cllr Hodgson.

No document.

15. NEXT MEETING

To note the next meeting date of Monday 5th October 2020, 6.30pm public session, 7.00pm formal meeting.

No document.

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. Councillors will be asked to log out of the Zoom meeting and back into a separate secure meeting link.

16. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing item)

To discuss any recommendations or matters arising that are considered confidential in nature (staffing/legal/commercial sensitivity).

No document.

17. STAFFING SECONDMENT

To consider a staffing secondment.

Documents enclosed.

18. LEGAL MATTER

To consider any update on a legal matter.
Documents enclosed.

19. STAFFING UPDATE

To consider a staffing update from the Town Clerk.
No document.

20. ELECTRIC VEHICLE

To consider options and costings for an electric vehicle for the Town Maintenance Officer duties – commercially sensitive.
Documents enclosed.

21. RECRUITMENT

To note the Green Travel Coordinator recruitment timeline.
No document.

Agenda produced by:

Catherine Marlton

Town Clerk

2nd September 2020

USE OF SOUND RECORDINGS AT COUNCIL & COMMITTEE MEETINGS

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

John Birch
SHDC Member for Totnes

Report for Totnes Town Council
meeting to be held on Monday 7 September 2020

I report on the following matters;

SHDC Amended Budget

Later this month (September 2020) the Council will be setting an Amended Budget for 2020/21 taking into the account the impact the Covid-19 pandemic has had on the Council's finances. The latest revenue budget monitoring report predicts a budget shortfall of £1.313 million for 2020/21. This equates to 14% of the overall budget set of £9.411 million.

A report comes before a joint meeting of the O&S/DMC on 3 September regarding proposals for the Amended Budget for 2020/21. This meeting will put forward a recommendation to the Executive, who in turn will put a recommendation to Full Council at its meeting on 24 September.

I will report further at the meeting on 7 September.

SHDC Response and Recovery Plan

A report comes before a joint meeting of the O&S/DMC on 3 September regarding proposals for a SHDC Recovery and Renewal Plan Action. This meeting will put forward a recommendation to the Executive, who in turn will put a recommendation to Full Council at its meeting on 24 September.

A joint meeting of O&S/DMC considered a report on 4 June detailing SHDC's vital role in responding to the COVID-19 Pandemic. The report identified the need to take a strategic approach to recovery to ensure that the Council learnt from the response, understand the new challenges it faces and emerge as an organisation that is fit for purpose and financially sustainable.

Members considered a high level framework that set out the key areas to be explored focussing on operational (internal) actions and strategic (external) opportunities and challenges with a recognition that there is clearly a cross over between these areas.

The joint meeting recommended a range of areas for future consideration and at the meeting of the Executive on 18 June it was resolved to hold a series of

Member workshops, based on the amended framework, to consider these areas further.

The workshops have been concluded and the next stage is to determine the best way to implement and/or develop the proposals that Members have generated.

A Recovery and Renewal Plan Action has been drafted based on all of the outputs of the workshops and there will need to be a rationalisation process whereby the proposals are prioritised in terms of impact and cost.

At this stage the Council still does not know what the 'new normal' will look like. A range of indicators around the economy and employment point towards a very challenging time and there will need to be a phased approach to recovery which is, where possible, evidence-led. It is also clear that whilst the Council's role will be vital, the key will be to work with a range of partners locally and regionally.

Climate Change

On Thursday 27 August groups and individuals who responded to the consultation on SHDC's Climate Change and Biodiversity Action Plan met via Zoom with the Council's Working Group. All made a short presentation to Members and this was followed by a very helpful Question & Answer session.

The meeting provided an opportunity for the community to help shape the content and priorities within the plan and to ensure that wherever possible the Council and the community work together to tackle the global challenges we face.

Applications by Morrisons to extend hours for sale of alcohol

There were two hearings on 12 August 2020 to hear the applications by Morrisons to extend hours for the sale of alcohol from midnight to 6.00am in respect of the filling station and supermarket. Both applications were refused following a hearing before the SHDC Licensing committee.

At the hearings I opposed on the grounds that the sale of alcohol for 24 hours a day for seven days a week will not, in my opinion, promote the licensing objectives, particularly the prevention of crime, disorder, antisocial behaviour and public nuisance.

Both premises are adjacent to an area covered by the Public Spaces Protection Order (Alcohol) 2018 issued by South Hams District Council, which limits the public consumption of alcohol. Extending the licences to sell alcohol to 24 hours would, in my opinion, be detrimental to the aims and objectives of the Protection Order. Granting a variation to the existing licences will provide a source of alcohol from midnight to 6.00am could result in Totnes suffering a further increase in crime, disorder, anti social behaviour and public nuisance. The social problems associated with alcohol have increased in Totnes over

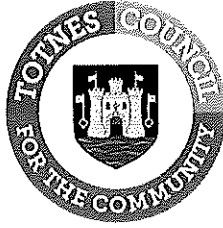
the years and gave rise to the need to address the issue by the introduction of the Public Spaces Protection Order (Alcohol) 2018 by SHDC.

Morrisons has appealed both decisions.

Cllr John Birch

SHDC Member for Totnes

1 September 2020



DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 20th JULY 2020 HELD REMOTELY USING ZOOM

Present: Councillors J Hodgson (Chair), P Paine, V Trow, M Adams, E Price, C Allford, D Matthews, G Allen, C Luker, B Piper, S Collinson, A Galvin and P Allford.

Apologies: Councillors L Webberley and S Skinner.

Absent: Councillor R Hendriksen.

In Attendance: C Marlton (Town Clerk), C Bewley (minutes), District Councillor Rose, District Councillor Sweett, District Councillor Birch, and 11 members of the public.

1. WELCOME TO NEW COUNCILLORS

- Cllr Galvin - Totnes Bridgetown
- Cllr Allford - Totnes Bridgetown
- Cllr Collinson - Totnes Town

The three new Councillors were welcomed.

2. APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS

To receive apologies and to confirm that any absence has the approval of the Council. The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.

Apologies were received from Cllr L Webberley and the Clerk has standing apologies from Cllr S Skinner until September.

Cllrs M Adams, J Hodgson, E Price and S Collinson declared a non-pecuniary interests as school governors at KEVICC.

Cllr C Allford declared a non-pecuniary interest in the Library.

The Committee will adjourn for the following items:

Reports from County and District Councillors.

- a. County Cllr Hodgson – documents enclosed.
- b. District Cllr Birch – documents enclosed.
- c. District Cllr Rose – no documents.
- d. District Cllr Sweett – no documents.

It was **RESOLVED** to suspend standing orders.

D.Cllr Birch provided a written report. The High St traffic order expires at the beginning of September and D.Cllr Birch suggests that it should continue for another 3 months and should be extended to 11am until 3pm to cover the peak shopping time. There is also a demand for it to be extended to include Friday as well. He stressed that this road closure is only due to the COVID emergency and in relation to the Health and Safety of the town centre users. The suggestion of a 3 month extension is not a long term proposal. Cllr Paine enquired about ownership of the pumping station and whether people will be getting their money back on the Atmos project. D.Cllr Birch believes that a company called Fastflow have an option to purchase the site and the option expires in January next year, and they have possession of the site at the moment as a result of a lease agreement with Dairy Crest. He thinks TCDS need to open discussions with the Town Council and District Council to explore ways in which both authorities can assist in bringing about the Atmos scheme. The people of Totnes support the Atmos scheme. Cllr Allen asked if there was any news about the Budgens site but D.Cllr Birch had no new information to offer.

D.Cllr Rose provided a written report. He is looking for a strategy to link the COVID recovery plan with Climate Change plans. He is part of a South Devon group looking to pull funding down from central government to help with this. He has been working alongside the South Devon Bioregional Learning Centre to create a Resilience Summit. COVID has meant the summit has been put back but they are looking at creating a group from various sectors to look across the spectrum at what needs to happen. Looking at the Donut Economic model and all the factors that affect global warming. The latest 'fashion' is to look at regenerative economics. The current economic model that we are using is creating a lot of the issues that we are now facing and to address those issues that needs to be challenged. There were a lot of various Council representatives at the Regenerate Devon Summit which means questions are being asked about the current model we are using. It is hoped this will result in actions being identified and implemented.

D.Cllr Sweett sent out a report quite late and the 3 new Councillors will not have received it. She is changing to become an Independent Councillor. She has formed a non-politically aligned group with other Independents. SHDC officers are in contact with Fusion about when Leisure Centres will open. She has abstained from voting on the special planning document that went through. She expressed her disappointment that D.Cllr Birch had raised the issue of extensions to the High St closure which is causing traders a lot of worry and she is concerned at the division it is causing.

C.Cllr Hodgson provided a written report. Team Devon, which was the team overseeing the rapid response, has stood down now. There is a new education grant which works out at about £80 per pupil. The Libraries have not re-opened and Cllr Hodgson is talking to Libraries Unlimited who run the Devon Libraries to see how they can get the Library opened. There is a Traffic and Transport Forum meeting next week on 29th at 6.30pm on Zoom which will be looking at both the current and longer term issues. They want an independent survey of the current situation with the Saturday morning closures. Cllr Collinson did an interesting exercise on Saturday asking the public to put their comments down on a postcard regarding the welcome and safety in the town. Cllr C Allford advised that the Library is going to re-open in the next couple of weeks. Cllr Collinson advised that the Director of Public Health at Devon has increased powers now to impose local lockdowns if necessary.

A letter has been circulated to residents containing misinformation and fake news about the corona virus and how to manage it which has been brought to the attention of the Director of Public Health.

The Council reconvened.

3. CONFIRMATION OF MINUTES

To approve and sign the minutes of the following Meetings:

(Please note confidential minutes can be agreed but any discussion must be held in Part 2)

- a. Full Council 15th June 2020
- b. Council Matters Committee 13th July 2020

It was **RESOLVED** to approve and sign the Minutes of the following meetings:

- a. Full Council 15th June 2020.
- b. Council Matters Committee 13th July 2020.

4. CONSIDERATION OF ANY MATTERS ARISING

To consider any matters arising from the Minutes and to approve any recommendations from Committees:

(Please note confidential minutes can be agreed but any discussion must be held in Part 2)

- a. Full Council 15th June 2020
- b. Council Matters Committee 13th July 2020 –

- a. Full Council 15th June 2020.

None.

- b. Council Matters Committee 13th July 2020.

Item 3 – Cllr Adams commented that some members of the public are against this proposal.

Item 6, 1st recommendation – It was **RESOLVED** to approve the recommendation.

Item 6, 2nd recommendation – It was **RESOLVED** to approve the recommendation.

Item 6, 3rd recommendation – It was **RESOLVED** to approve the recommendation.

Item 6, 4th recommendation – It was **RESOLVED** to approve the recommendation.

Item 6, 5th recommendation – It was noted that this proposal can only be advisory. An amendment to the recommendation was proposed to include seagull bags as well as soft bags to be placed on the pavements overnight. It was **RESOLVED** to approve the amended recommendation.

Item 6, 6th recommendation – Cllr Luker explained that the letter relates to engaging everyone in discussions on the High Street proposals. It was **RESOLVED** to approve the recommendation to speak to neighbouring parishes when a survey is undertaken.

Item 6, 7th recommendation – It was **RESOLVED** to approve the recommendation.

Item 11 - It was **RESOLVED** to approve the recommendation.

Item 12 – It was **RESOLVED** to approve the recommendation.

Item 13 – It was **RESOLVED** to approve the recommendation.

Cllr Paine advised that he was having problems with his internet connection and was unable to contribute fully to the meeting.

5. MEMBERSHIP OF COMMITTEES AND WORKING GROUPS.

To review the membership lists and consider ratifying which groups the new Councillors will be on. Document enclosed.

A document was considered that identified which Committees and Working Groups the new Councillors would join.

Cllr Allen advised of a correction to the document to note that Cllr Hodgson is now the Chair of the Climate Emergency Working Group and Cllr Allen is the Deputy.

Cllr Trow put herself forward to fill the vacancy identified on the Council Matters Committee.

It was **RESOLVED** to accept these proposals.

6. NEIGHBOURHOOD PLAN UPDATE

To receive an update on the Neighbourhood Plan (standing item).

Cllr Luker gave a verbal update. There was a NP meeting held on 9th July 2020 when all the consultation amendments were put in place and the plan has now been updated. We are now just waiting for one document from the consultants and revised maps. The Plan will go to the NP Committee on 27th August, then to Full Council on 7th September for approval and then to SHDC and the Independent Examiner.

7. TOTNES TOWN CENTRE RE-OPENING AND ASSOCIATED TRAFFIC MEASURES

To consider the details of the emergency highways and traffic measures in the town centre, update on reopening and any associated expenditure.

- a) **Fore Street/High Street Circular Route proposal**
- b) **Proposed locations for planter installation to encourage Shared Space**
- c) **Letter drafted by Cllr Luker for review and possibly linking with neighbouring parishes**

b) & c) have already been agreed under agenda item 4.

a) The circular route proposal was discussed at length. Concerns were raised about the potential of increasing traffic circulating around the town and how enforceable the proposed measures would be. It was generally agreed that action is needed to slow town centre traffic down and reduce access to drivers who are not wanting to stop in town. The introduction of shared space measures is considered urgent. Suggestions were made for improved signage, means of enforcing the access only rule, CCTV, and trailing measures to see how they work.

The proposal was made to ask DCC to investigate a temporary measure to restrict the high volume of traffic coming through the town centre during the pandemic and to specifically look at instigating a no right turn at Plymouth Road, with the exception of buses, taxis, bicycles and emergency services, and also include an obligatory left turn into The Lamb, as part of the COVID Safety response.

A recorded voted was taken and votes were Yes – 9, No – 2, abstentions – 2. The motion was therefore carried.

8. OUTDOOR PREMISES LICENSES

To consider the request to Devon County Council for a street license (seating) from the Green Café. The ability to maintain social distancing and have a suitable width across the pavement required for wheelchairs was discussed. It was **AGREED** in principle subject to provision for changes in statute.

9. REOPENING OF SERVICES.

To receive a verbal update from the Town Clerk.

The Clerk reported that the 10th August is the likely date for re-opening the Tourist Information Office and the Civic Hall assuming there is no further changes to the guidance.

10. TOTNES CLIMATE & ECOLOGICAL EMERGENCY ACTION PLAN – OUTCOMES FROM ACTION WEEK

Cllr Hodgson has sent out a long document compiled from all the comments received during the action week. A Climate Change Working Group meeting is now needed to discuss the outcomes. It was agreed Cllr Allen would arrange a date for a meeting. A lot of residents want to get involved. The document will be added to the Town Council website for the public to view it.

11. MEETING SCHEDULE AND DIARY DATES

To consider a schedule of proposed meetings.

Noted.

Climate Change Working Group and Neighbourhood Plan Working Group meeting dates will be added to the schedule.

12. SOUTH HAMS DISTRICT COUNCIL DEMOCRATIC PROCESSES (STANDING ITEM)

To review the current processes.

Councillors expressed concern over the ongoing SHDC democratic process. It was pleasing to see the Overview and Scrutiny Committee doing their job.

Concerns were also raised about the lack of social distancing controls at the Friday & Saturday markets run by SHDC and it was agreed that District Councillors would raise these concerns.

13. RECESS COMMITTEE

To elect a Recess Committee of the Mayor, Deputy and Committee Chairmen which will have delegated authority to deal with any urgent matters which may arise during August when the Council is in recess. Any such decisions will be reported to the Council in September. The Recess Committee has delegated authority to make decisions of the Full Council.

Cllr Piper ask for an additional member to join the Recess Committee as Cllr Hendriksen was unlikely to be able to join the meeting.

Cllrs Adams and C Allford offered to join in place of Cllr Hendriksen. A vote was taken and Cllr C Allford was appointed to join the Recess Committee.

It was **RESOLVED** to form a Recess Committee of Cllrs Hodgson, Hendriksen, C Allford, Piper, Price and Allen. A meeting would only be called to consider emergency matters.

The Council **RESOLVED** 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.

Councillors logged out of the Zoom meeting and back into a separate secure meeting link.

14. CONFIDENTIAL ITEMS FROM COMMITTEE

To discuss any recommendations or matters arising that are considered confidential in nature (staffing/legal/commercial sensitivity).

Council Matters Committee 13th July 2020.

Item 12 – It was **RESOLVED** to approve the recommendations.

Item 13 – It was **RESOLVED** to approve the recommendation.

15. STAFFING BUDGET AND BUDGET MONITOR

To consider and ratify the 2020/21 staffing budget and staffing update including the recommendations from Council Matters on Monday 13th July 2020. Also included is an amended budget monitor showing the impact of the proposed changes.

The verbal staffing update was noted. It was unanimously **RESOLVED** to approve the recommended staffing budget and monitor – to be signed in hard copy by the Chair.

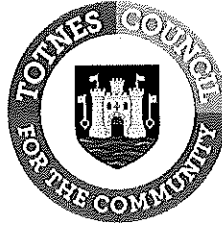
16. DATE OF NEXT MEETING

To note the date and time of the next meeting: Thursday 30th July 2020 at 7pm. Public session from 6.30pm via Zoom.

Noted.

Jacqi Hodgson

Mayor



DRAFT MINUTES FOR THE PLANNING COMMITTEE

MONDAY 27TH JULY 2020 - HELD REMOTELY USING ZOOM

Present: Councillors G Allen (Chair), J Hodgson, C Luker and P Paine (joined the meeting at 10.45am)

Apologies: Councillors S Collinson, R Hendriksen and V Trow.

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

- 1. To receive apologies and to confirm that any absence has the approval of the Council.**

It was resolved to accept the apologies.

PUBLIC QUESTION TIME

There were no members of the public present.

The Committee reconvened.

- 2. To update on any matters arising from the minutes of 16th March 2020.**

The minutes of the meeting have been agreed by Full Council on 14th April 2020. There were no matters arising.

- 3. To make recommendations on the following planning applications:**

Note: Cllr Hodgson observes and does not vote on any applications which would potentially be discussed at a Development Management Committee meeting at SHDC.

3a) 1668/20/FUL – Application for single dwelling with undercroft parking space. Montgo, Maudlin Road, Totnes, TQ9 5TG.

Object for the following reasons:

- Overdevelopment of the site.
- Loss of privacy to neighbouring properties from the decked area.
- Concerns over access to the site from construction vehicles and traffic.

- Concerns about the stability of the ground at this site. The Committee would request that Building Control advises on suitable robust conditions to make the site safe.
- Drainage requirements need to be considered carefully given the historic issues of land slippages on this road.

3b) 2058/20/FUL – Proposed installation of boxed awning and installation of 2no. fanlights to existing windows. 2 Rotherfold, Totnes, TQ9 5ST.

Support.

3c) 2133/20/OPA – Outline application with some matters reserved for new dwelling in garden of existing dwelling. 2 Dorsley Cottages, Harberton, TQ9 6DL (Totnes Town Council has been invited to comment as a neighbouring Council).

Object for the following reasons:

- The Committee has concerns about ribbon development along the Plymouth Road and the loss of the 'green gap' between Totnes and Harberton, which is a policy set out in the draft Totnes Neighbourhood Plan.
- Access issues from the property onto an already busy and dangerous road junction.
- The Committee has concerns that there are discrepancies in the data provided – for example, accident statistics only go up to 2018 and it is believed that there has been a recent fatality at this junction since then; and the pedestrian access suggested is not via a public right of way but through the consent of existing neighbouring properties.

4. To consider a response to the pre-consultation circulation of the Dartington Neighbourhood Plan, specifically Policy 5 about development in the green gap between Dartington and Totnes.

To **RECOMMEND** to Full Council that:

Totnes Town Council welcomes the opportunity to comment on the pre-Regulation 14 consultation on the draft Dartington Neighbourhood Plan. We support Policy 8 'Safeguarding Dark Skies' and in part the criteria set out in Policy 5 'Development in the Green Gap between Dartington and Totnes'. Totnes Town Council would wish to see the inclusion of the following in Policy 5:

- Consideration of Air Quality – any further development should not exacerbate the air quality on the A385 (see the South Hams District Council Air Quality Action Plan for more details). The Council would also wish to see provision for the monitoring of air quality along this road given the occupation of recent housing developments, and regular traffic measurement surveys to assist in road management and public transport considerations.
- Preserving the views of the green gaps as seen from neighbouring parishes.

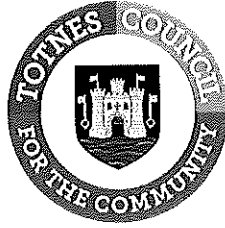
- Maintaining the wildlife corridor along the River Dart and in particular helping to facilitate the flyways of the endangered Greater Horseshoe bat population.
- Considering the infrastructure impacts on Totnes as the neighbouring town of any new development, in terms of roads and vehicular traffic, schools, and medical provision.
- Meadowside – reference to this as an employment site, but not another industrial site (these activities should be concentrated within existing facilities).

5. To note the date of the next meeting of the Town Matters Committee – Monday 21st September 2020 at 10.00am.

Noted.

Sara Halliday

Committee and Cemetery Administrator



DRAFT MINUTES FOR THE TOWN MATTERS COMMITTEE

MONDAY 27TH JULY 2020 – HELD REMOTELY USING ZOOM

Present: Councillors B Piper (Chair), P Allford, D Matthews, P Paine and G Allen (joined at 7.20pm).

Apologies: Councillors R Hendriksen and V Trow.

Not Present: Councillors A Galvin, S Skinner and L Webberley.

In Attendance: Councillor S Collinson and S Halliday (Committee and Cemetery Administrator).

1. To receive apologies and to confirm that any absence has the approval of the Council.

It was resolved to accept the apologies.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

There were no members of the public present.

The Committee reconvened.

2. To update on any matters arising from the minutes of 20th March 2020.

The minutes of the meeting have been agreed by Full Council on 14th April 2020.

Item 3 – Complete. The note of the Arts Working Group was circulated to Councillors.

Item 4 – The Climate Change Working Group has not met due to the Coronavirus pandemic.

Item 5 – The Community Engagement Working Group has not met due to the Coronavirus pandemic.

3. To consider the public consultation about pupil numbers at Bidwell Brook School (proposal to increase capacity from 110-140 day places for those aged 3-19 from September 2021) and a possible new special needs school in Devon.

To **RECOMMEND** to Full Council that Totnes Town Council responds to the public consultation supporting the increase in day places at Bidwell Brook from 110 to 140 places, and that it supports the provision of a new social, emotional and mental health special school in Devon.

4. To consider the accessibility of Council meetings held virtually under the Covid-19 emergency legislation.

It was **AGREED** that there are challenges to holding meetings virtually, concerns about the Wi-Fi capacity in the Guildhall Offices to facilitate the smooth running of meetings, and whether the public know how to participate.

To **RECOMMEND** to Full Council that:

- An email is sent to all Councillors asking them how they are coping with using the Zoom software for meetings and if they have any accessibility requirements that Council Officers should be aware of (for example, requiring large print documents or always receiving hard copy papers);
- Councillors are reminded to speak clearly and slowly during Zoom meetings, and to not talk over each other to help all to be able to follow discussions; and
- The Council keeps under review the requirement to conduct all Council business remotely and ensure it keeps up-to-date with any changes to current Government and NALC (National Association of Local Councils) advice.

5. To consider a request from a member of the public that a sign should be placed at Follaton House acknowledging its historic link to slavery.

It was **AGREED** that the member of the public who raised this matter at Full Council should take the issue direct to South Hams District Council who own the building.

6. To note the minutes of the Totnes Supporting Fairtrade meeting on 16th July 2020.
Noted

7. To note the date of the next meeting of the Town Matters Committee – Monday 21st September 2020 at 7.00pm.

Noted. The Chair noted that he is pleased that this Committee has resumed meeting.

Sara Halliday

Committee and Cemetery Administrator



DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL

THURSDAY 30th JULY 2020 HELD REMOTELY USING ZOOM

Present: Councillors J Hodgson (Chair), P Paine, M Adams, E Price, C Allford, D Matthews, G Allen, C Luker, B Piper, S Collinson, A Galvin, L Webberley and P Allford.

Apologies: Councillors V Trow, R Hendriksen and S Skinner.

In Attendance: C Marlton (Town Clerk) and 5 members of the public.

1. APOLOGIES FOR ABSENCE AND DECLARATION OF INTERESTS

To receive apologies and to confirm that any absence has the approval of the Council. The Mayor will request confirmation that all Members have completed or made any necessary amendments to their Declaration of Interests.

Apologies from Cllrs Trow, Skinner & Hendriksen. Also Cllr Paine is having connection problems. Cllr C Allford declared a non-pecuniary interest in agenda item 6. Cllr Collinson declared a personal interest in agenda item 2.

2. TRAFFIC AND TRANSPORT FORUM ACTIONS

To consider any actions from the Traffic and Transport Forum held on 29th July 2020:

- 2a) Amended locations of proposed planters for the town centre and draft costings.
- 2b) Approving budget for an application of imprint on Fore Street road surface.
- 2c) A brief for signage at the bottom of Fore Street.
- 2d) Approving a budget and an application for a Vehicle Activated Sign (VAS) at the bottom of Fore Street.
- 2e) Funding for improved signage to the town car parks.

It was proposed that the proposal at the last Full Council meeting be modified to include the following: Subject to the following conditions on Kingsbridge Hill, no through road, access only sign at the bottom, removable bollards installed at the top and the speed limit is 20 mph all the way up. Also a no right turn into Collins Road. The Town Council would also like to consider a permanent installation of the above coupled with a pedestrian crossing across the Lamb.

The amended proposal overall as follows:

It was **RESOLVED** to ask DCC to investigate a temporary measure to reduce the high volume of traffic moving through the town during this pandemic. This is to specifically look at instigating a no right

turn onto Plymouth Road (with the exceptions of buses, taxis, bicycles and emergency vehicles) in conjunction with an obligatory left turn down The Lamb, as part of the COVID emergency safety response, subject to the following:

1. For Kingsbridge Hill - 20mph limit all the way up, no through road status and no access signage, retractable bollards at the top, no right turn into Collins Road.
2. That consideration is given for a permanent change for Kingsbridge Hill, subject to the details above and in conjunction with installation of a pedestrian crossing at the Lamb.

Cllr Hodgson suggested that no further decisions are made on any additional road closures or changes to the road closures until an independent survey has been carried out. Cllr Collinson suggested that monitoring of traffic on the High St should be carried out to provide data alongside the independent survey, particularly at known busy times.

2a) The Clerk suggested the plan for the location of all planters and troughs is sent to DCC for approval. The Council could then decide on which ones to go ahead with.

It was **RESOLVED** to approve the amended locations.

2b) DCC advised that this will take some time. The proposed budget allocation is £35000 from the Public Realm budget.

The agreed Public Realm budget is currently £143747 and the Clerk recommended rounding this up to £150000 in order to allow for the independent survey to be carried out for the road closure and any other costs.

It was **RESOLVED** to approve the proposal. Budget below.

AMENDED Public Realm 2021 AGREED 30TH JULY 2020	
Collapark investment	10000
Market Square - ramp improvements	35000
TMO vehicle, EV point and equipment	20000
Tidy Totnes	1000
Planters/Police intervention Access only	20000
Consultation and Design Work Wayfinding	10000
Fore Street Signage	10000
Fore Street Imprint	35000
DCC AND SHDC CONTRIBUTION	-10500
Professional survey of views/CONTINGENCY	6252
Signage already implemented	1900
Road Closure Costs to 12th September	8820
Road Closure paint etc	23
Banner Installation	285
Bob the Bus on Saturdays	720
Wildflower planting	500
Wildlife trails cemetery/longmarsh etc	1000
SUB TOTAL	150000

2c & 2e) The Clerk gave an explanation of the issue and why this needs to be included as the first phase of the signage work. Cllr Luker asked for a sign on the bridge side of the roundabout next to the Waterside Bistro to direct traffic away from the High St. Cllr Collinson asked for a sign on Bridgetown Hill saying the High Street is access only, signage by the King William pub saying caution pedestrians, and graphics on the signage at the bottom of Fore Street. Cllr Piper suggested using AA signs as a temporary measure until the permanent ones are sourced as the signs are needed urgently. Cllr Adams suggested an illuminated sign on Bridgetown Hill. The Clerk cautioned against having signage that deters people from coming into the town. Cllr Allen suggested some comment on the signage to ignore satnav directions. Signage indicating the location and capacity of carparks was discussed.

It was **AGREED** that the Clerk should brief the consultants based on these proposals.

2d) The Clerk advised that 20 mph is the minimum legally enforceable speed limit for a VAS so that would be the trigger point for the sign to light up. They can display various messages. Cllr Luker suggested these signs should be considered for other locations as well. St Katherine's Way was suggested as a location. Cllr Luker advised that radar activated signs cost £2900 + installation. It was **AGREED** the Clerk will make further investigations on the signs and best locations. The option for the installation of cameras will also be investigated.

3. ARTS WORKING GROUP

To consider any actions or expenditure from the Arts Working Group held on 21st July 2020.

3a) Decision on the Christmas nights.

3b) Funding towards a community arts event.

3c) New late night shopping community 'Christmas in Totnes' events.

3a) Recommendation to Full Council from the Arts Working Group: that South Hams be informed that after careful consideration Totnes Town Council have taken the decision not to hold the Christmas Festival Nights on the four Tuesday evenings in December. The Town Council will instead arrange low key events to support late night shopping on the three Thursdays in December. These evenings will be focused around allowing a free space for local musicians, buskers, several food and drink traders and open spaces for seating and limited road closures.

The recommendation was amended to include the requirement that priority will be given to local traders from a 10 mile radius and arrangements will be subject to the COVID guidance at the time of the event.

It was **RESOLVED** to approve the recommendation.

3b) Recommendation to Full Council from the Arts Working Group: that we endorse and support this proposal and approve the small grant of £250.00 to Mr Liengaard. Also, that Councillors support the staging of an exhibit/installation outside the Guildhall (subject to insurer's approval).

It was **RESOLVED** to approve the recommendation.

3c) Covered in 3a above.

4. NEW WORKING GROUP

To consider the setting up of a public assets working group, to sit under Council Matters - motion from Cllr Hodgson.

Cllr Luker suggested a decision on this should be made as part of the strategy setting meeting planned for the 3rd September when the number of working groups and committees is going to be discussed.

There was a discussion around the need for this group to be set up sooner than the 3rd September.

It was **RESOLVED** to approve the creation of a Public Assets Working Group immediately.

It was agreed that the general remit of the group will be to look at the heritage, public assets, built environment and open spaces in terms of safeguarding them.

Membership of the group will be agreed at the first meeting to which any Councillor who wishes to attend can join.

A date will be arranged for the first meeting in early September.

5. PLANNING COMMITTEE

To consider the actions and any matters arising from the Planning Committee held on 27th July 2020.

Item 4 - It was **RESOLVED** to approve the recommendation.

Cllr Allen advised that there will soon be news coming out from central government which could have a significant impact in Totnes and relates to permitted developments and allowing empty commercial buildings to be converted to residential properties without the need for planning permission. She will send out the information to all Councillors when it is available.

*The Council **RESOLVED** 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.*

Councillors logged out of the Zoom meeting and back into a separate secure meeting link.

6. LEGAL MATTER

To update on a legal matter.

The Clerk was asked to report to the Mayor and Chairs until September Full Council. It was **RESOLVED** to give the Mayor and Chairs group delegated authority to instruct the solicitor as required.

7. DATE OF NEXT MEETING

To note the date and time of the next meeting: Monday 7th September 2020 at 7.00pm. Public session from 6.30pm via Zoom.

Noted.

Jacqi Hodgson

Mayor

Project Document

Date / Revision
02.09.20 / Y02

Visit Totnes
Planter Scheme

Perch & Ponder

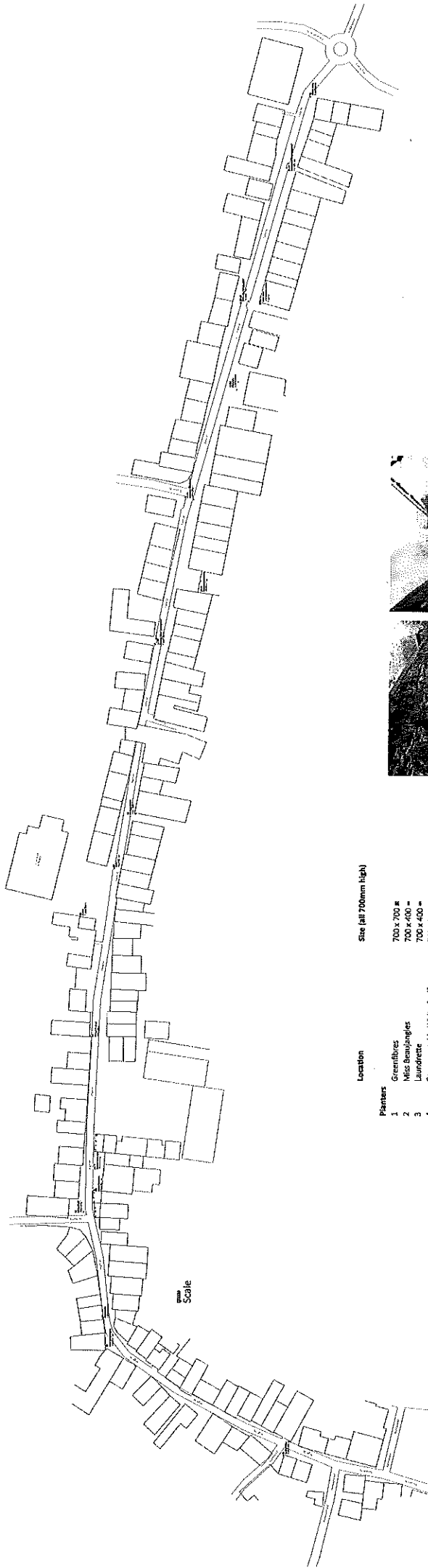
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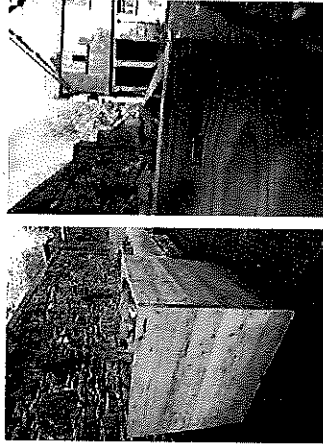
25

Totnes Planter Locations



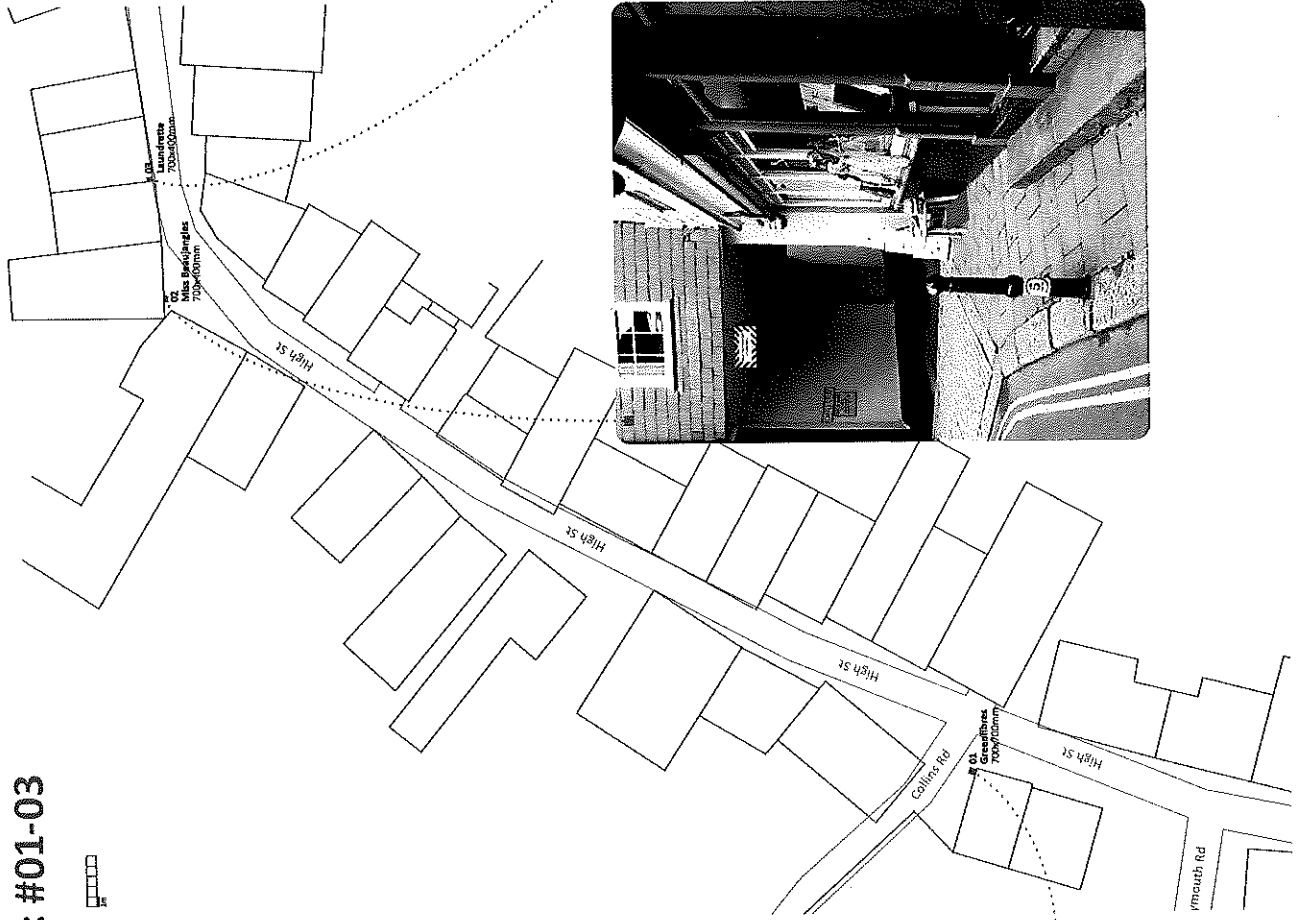
Scale

Planters	Location	Size (all 700mm high)
1	Greenfibres	700 x 700 m
2	Miss Benjangles	700 x 400 m
3	Laundrette	700 x 400 m
4	Corner outside White Surf	700 x 700 m
5	Jason Licatos Gallery	700 x 700 m
6	Totnes Little Ales	700 x 700 m
7	Totnes Cinema	700 x 700 m
8	Dobbies	700 x 400 m
9	June	700 x 400 m
10	B High Street	700 x 700 m
11	11.6.12 Posting Shed pinpoint	700 x 700 m
12	13.6.14 Totnes United Free	700 x 400 m
13	15.6.16 Arturus/King Bill/Luxembas Junction	700 x 700 m
14	17.6.18 Mansion	700 x 400 m
15	19.6.20 Peabods pinpoint	700 x 400 m
16	21 Bank Lane	1000 x 1000 with backing/trellis m
17	22.6.23 Ticklemore Street pinpoint	700 x 400 m
18	24 Phone Shop	700 x 700 m



1m square samples located in Guildhall Yard. Finishes and graphic details to be developed in next phase.

Totnes Planter Locations: #01-03



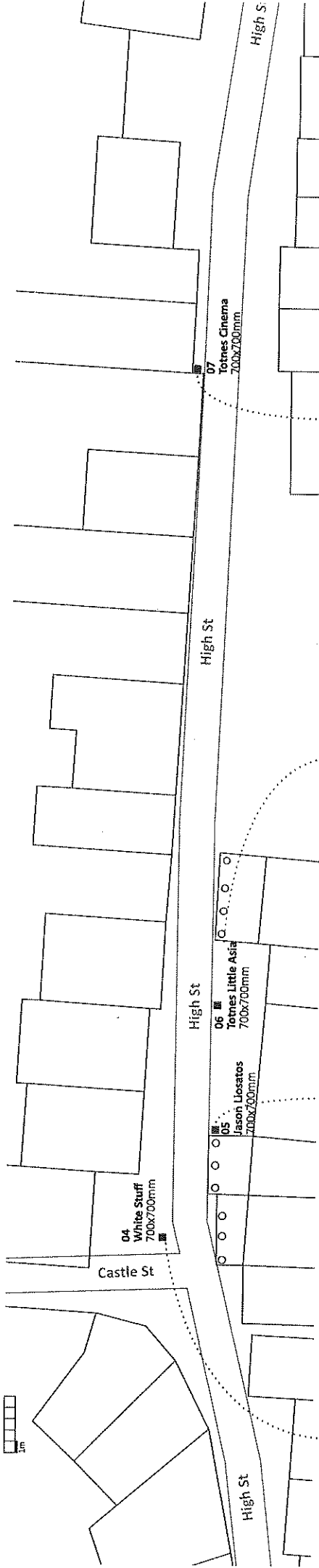
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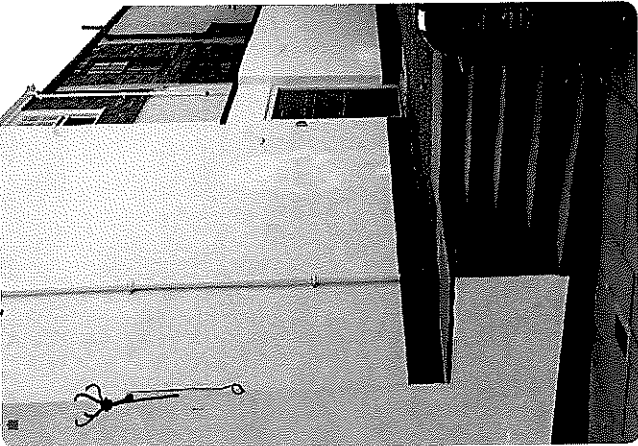
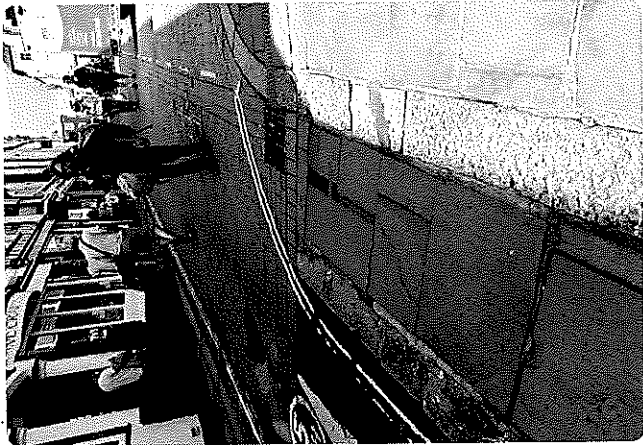
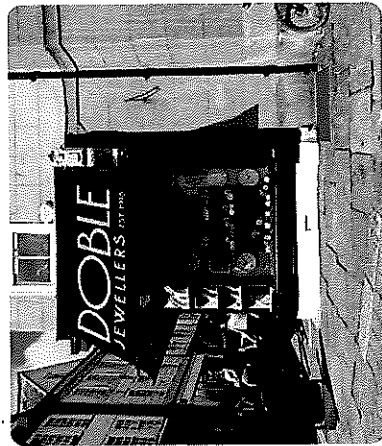
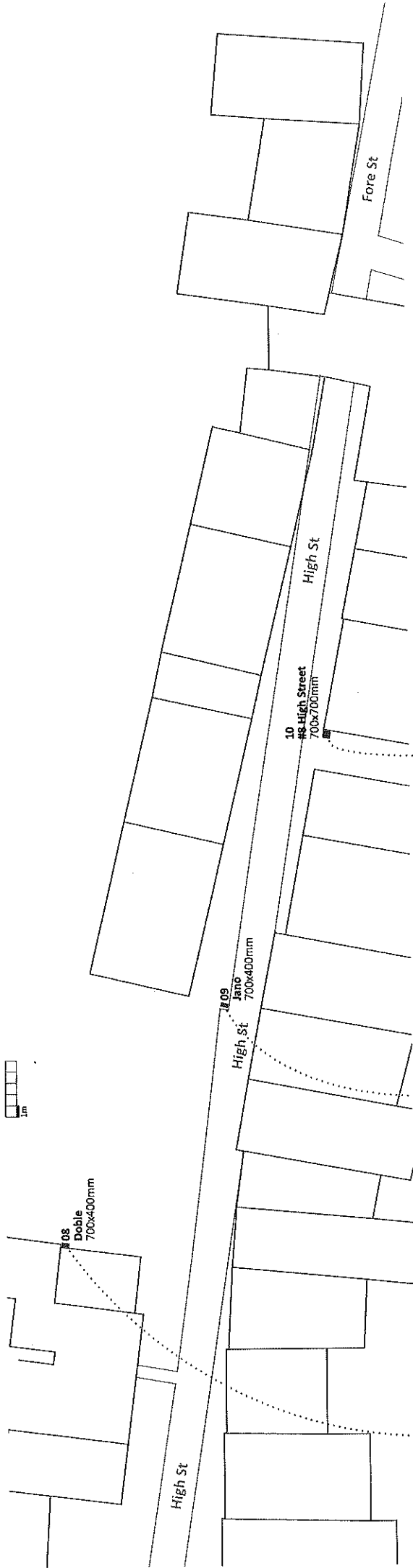
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 e hello@perchandponder.com
 t +44 (0)1872 885144

Totnes Planter Locations: #04-07



28

Totnes Planter Locations: #08-10



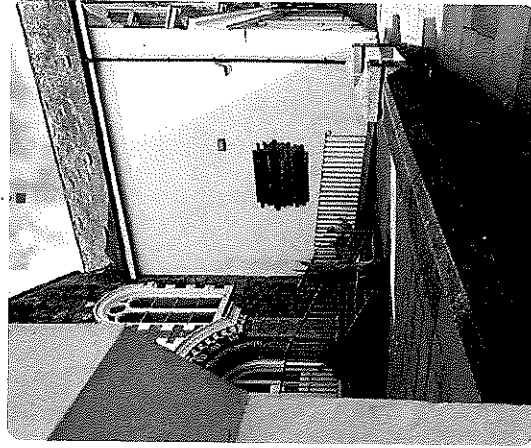
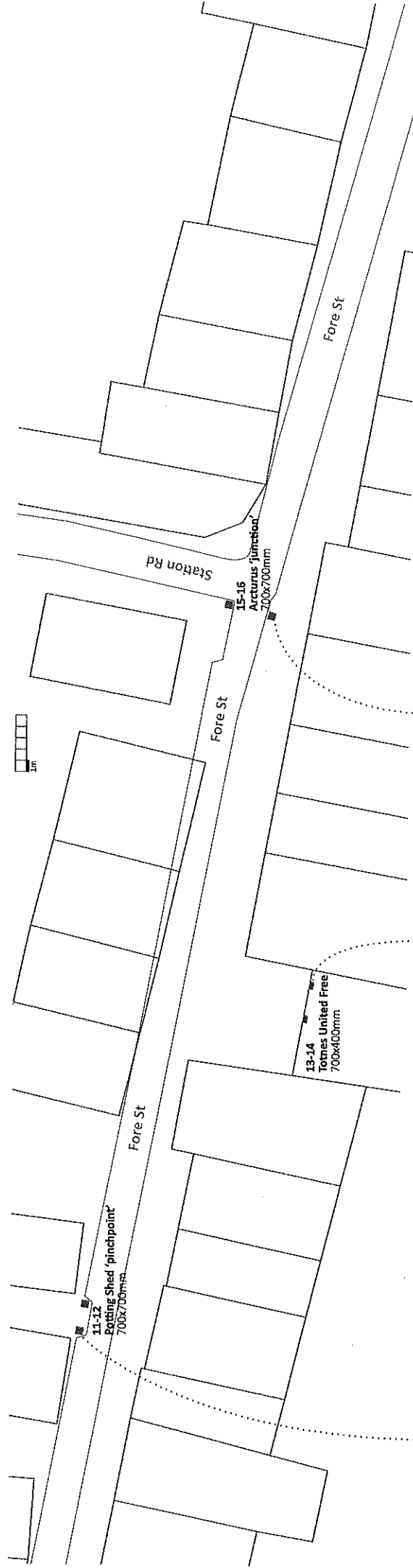
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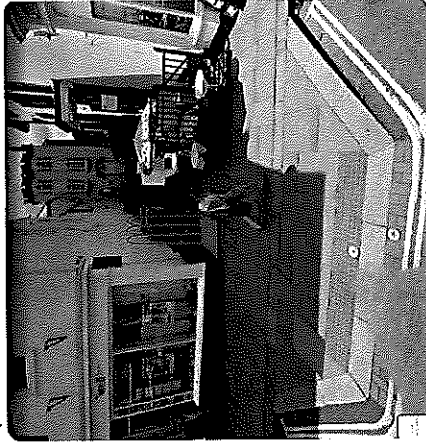
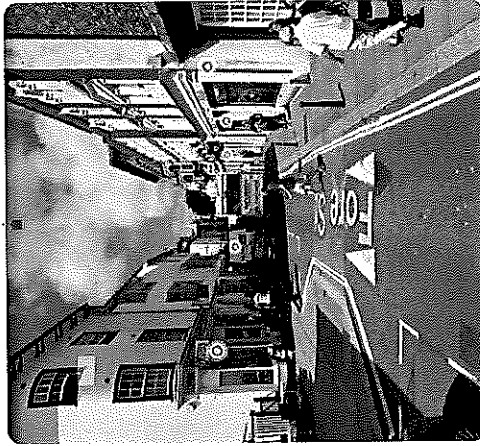
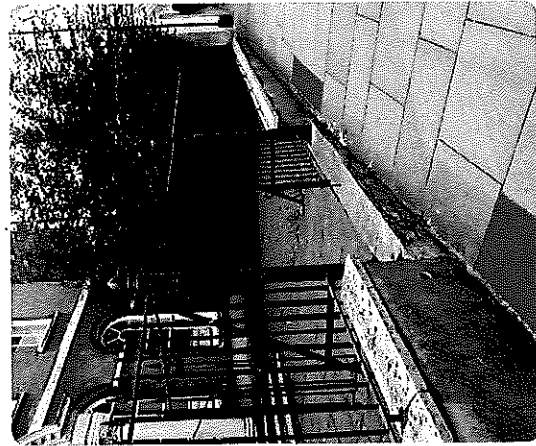
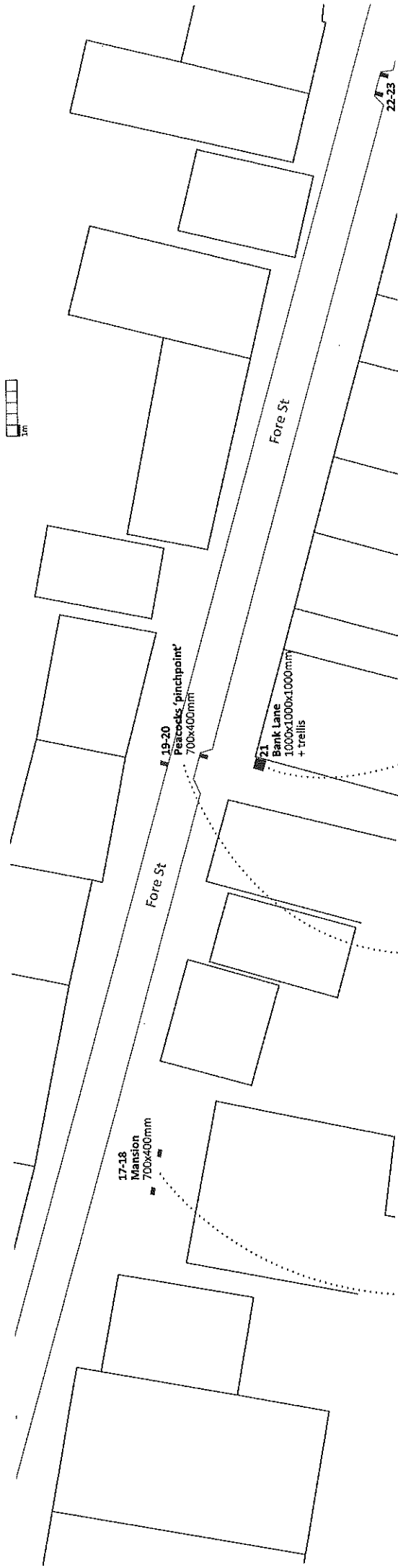
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Totnes Planter Locations: #11-16

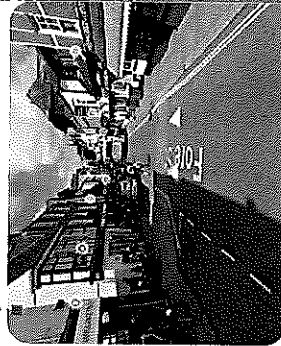
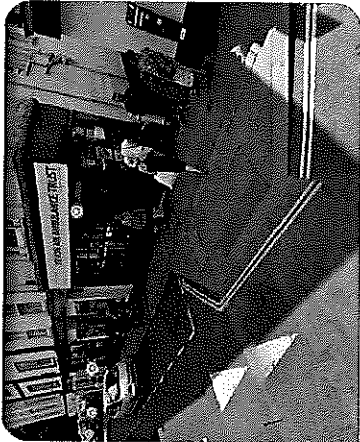
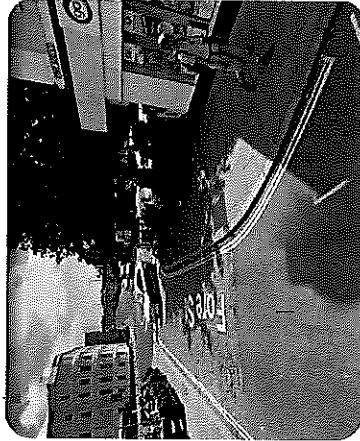
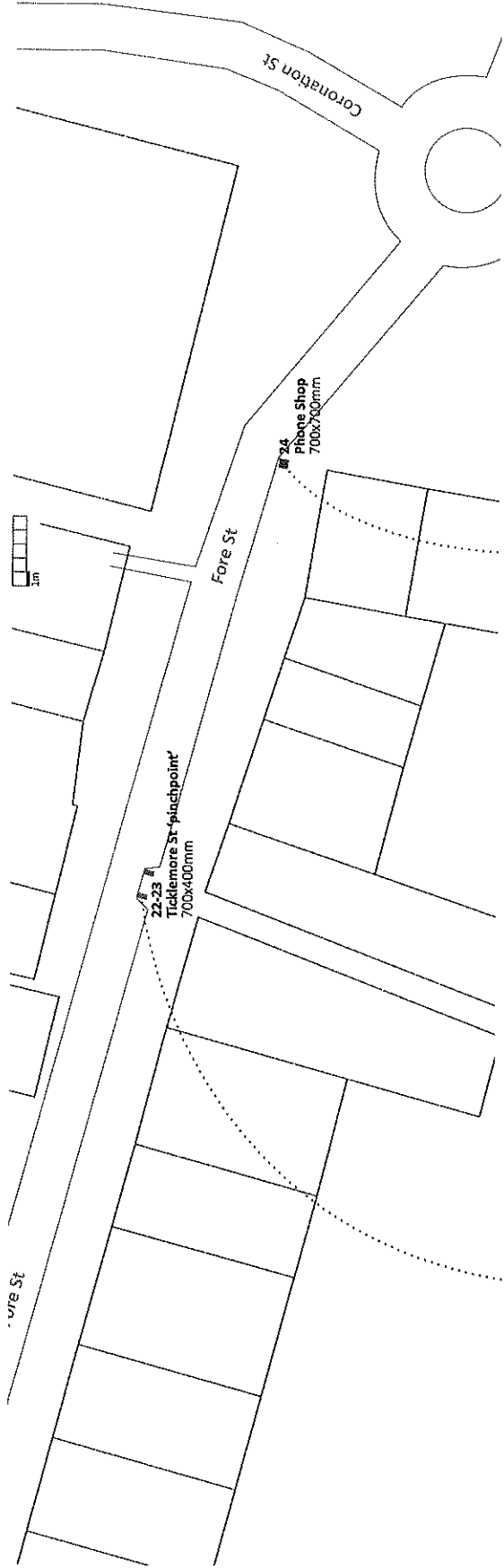


Totnes Planter Locations: #17-21



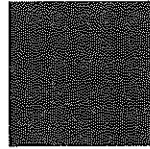
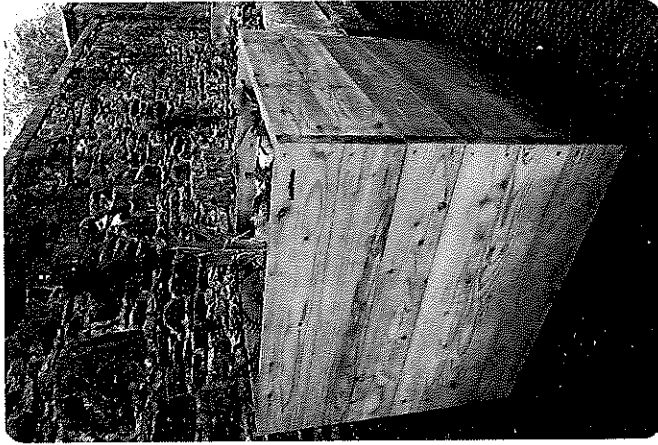
Trellis to back of planter #21 to screen off bins

Totnes Planter Locations: #22-24



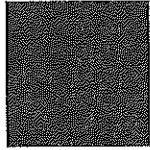
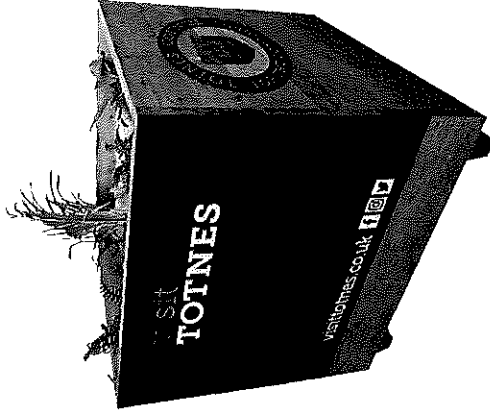
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Totnes Planter Style



1000[w]
x1000[d]
x1000[h]mm

The existing prototype planters:
1m cubes, with warm stain finish.



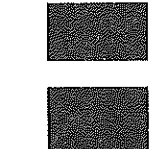
1000[w]
x1000[d]
x1000[h]mm

Developed option:
Three sizes, as indicated above and on the location maps.

Two sides finish with grey paint [eg RAL 7040 Window grey].

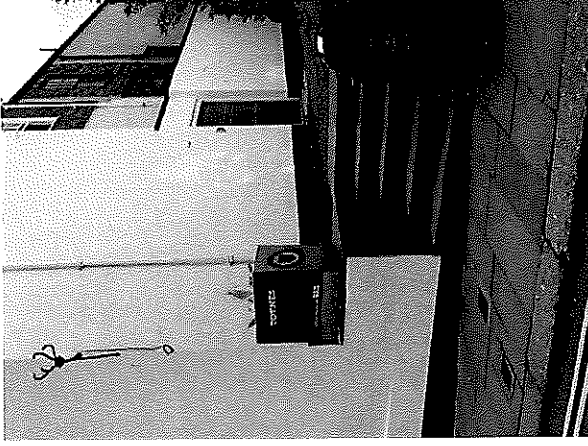
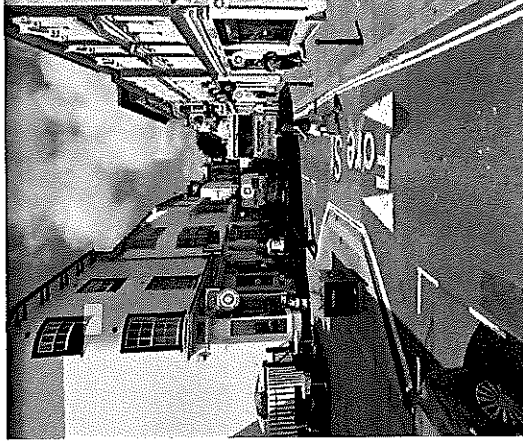
Two sides finished as chalkboard.
Sponsor business graphic onto chalkboard sides.

Town Logos onto painted sides.
Potential to add 'town trail' mark to the pavement side.



700[w]
x700[d]
x700[h]mm

In location examples.



administrator@totnestowncouncil.gov.uk

From: Totnes Town Council Clerk <clerk@totnestowncouncil.gov.uk>
Sent: 19 August 2020 16:52
To: Sara Halliday
Subject: Fwd: Reviewing Permits – What Do You Think?

----- Forwarded message -----

From: Vicky Croughan <mail@shwd.vuelio.co.uk>
Date: Wed, Aug 19, 2020 at 3:26 PM
Subject: Reviewing Permits – What Do You Think?
To: <clerk@totnestowncouncil.gov.uk>



News Release

Communications and Media Team

Tel: 01803 861368

Email: communications@swdevon.gov.uk

Reviewing Permits – What Do You Think?

Issued: 19 August - **Embargoed until 21 August 2020**

South Hams District Council is conducting a review of how its parking permits work, to see if changing the scheme could release more parking spaces for residents and visitors. The consultation runs for three weeks until Friday 11 September. Concerns have been raised that there are too many parking spaces in key car parks taken up by vehicles with parking permits. The Council have been told that this leaves no short-term parking for shoppers and visitors and the vibrancy of the towns suffers because of it.

The proposals are to amend parking permits and charges so that the costs of the current permits are increased to manage parking more effectively, and increase the availability of Pay and Display parking. It is also proposed to remove leisure and bowling permits and to put the sale of Salcombe and Dartmouth permits on hold with the exception of renewals of existing permits.

To support the town centres and the economy, the Council needs to ensure there are enough available spaces for shoppers and visitors to continue to easily park when visiting South Hams'

towns and villages without causing frustration for motorists who cannot find an available parking space.

Cllr Keith Baldry, Executive Member for Environment at South Hams District Council, said:

“We have decided to conduct a thorough review of our permits across the District so we can hear what residents and visitors want. We want to have a fair and consistent approach to our permit parking but we need to know what you, our residents and visitors, think about it first.

“We know there are particular parking issues in Dartmouth and Salcombe so we’re suggesting that we reduce the number of permits there in the future to increase available visitor spaces.”

The 21 day consultation runs from Friday 21 August until Friday 11 September 2020.

You can find further information about how to have your say at:

www.engagement.southhams.gov.uk/parking

ENDS

www.southhams.gov.uk

Please be aware that telephone calls to and from the Council may be recorded for training and monitoring purposes.

Attachments

- Image of parked cars [Image of parked cars](#)
- Reviewing Permits – What Do You Think? [Reviewing Permits – What Do You Think](#)



[Click to Unsubscribe](#)



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Catherine Marlton
Town Clerk
Totnes Town Council

South Hams District Council

(Off Street Parking Places) Amendment Order No 1 2020

Statement of Reasons

South Hams District Council proposes to make the above Order under the Road Traffic Act 1984 and the Traffic Management Act 2004 (and all other enabling powers).

The proposals are to amend the parking permit and charges so that the costs of the current permits are increased in order to manage parking more effectively, and increase the availability of Pay & Display parking. To eliminate leisure and bowling permits and to put the sale of Salcombe and Dartmouth permits on hold with no new applications permitted only renewals of existing permits.

These amendments are proposed to ensure three outcomes:

1. To have a fair, transparent and consistent approach to permit pricing
2. To reduce permit numbers in Dartmouth and Salcombe going forward
3. To link the pay and display parking prices to the permit prices.



NOTICE OF PROPOSAL

**SOUTH HAMS DISTRICT COUNCIL
AMENDMENT No. 1 2020 TO OFF-STREET PARKING PLACES ORDER 2015**

NOTICE is hereby given that SOUTH HAMS DISTRICT COUNCIL proposes to make an Amendment Order under section 35 of the Road Traffic Regulation Act 1984 and all other enabling powers, the effect of which is to implement an Amendment Order containing provisions as set out in the schedule to the order.

- (a) The parking permits and charges be amended as per the schedule below
- (b) Leisure and bowling permits be eliminated
- (c) Permits in Salcombe and Dartmouth be placed on hold with no new sales and renewals only permitted

Location	Permit	2020/21	1st April 2021	1st April 2022
SH Residents' permit	12 months	£48.00	£57	£69
all SHDC car parks except the P&R				
Bigbury	12 months	£576	£691	£829
Bigbury car park	6 months	£380	£456	£547
Ivybridge	12 months	£192	£230	£276
Leonards Road car park	6 months	£126	£152	£182
Modbury	12 months	£240	£288	£345
Poundwell Meadow car park	6 months	£158	£190	£228
Slapton & Torcross	12 months	£384	£460	£552
Slapton Memorial, Strete Gate, Torcross Tank and Torcross Layby	6 months	£253	£304	£364
Kingsbridge				
Kingsbridge Town Centre - Quay & Duncombe Park	12 months	£384	£460	£552
	6 months	£253	£304	£364
	12 months	£192	£230	£276
Kingsbridge Peripheral - Cattle Market & Lower Union Road	6 months	£126	£152	£182

Location	Permit	2020/21	1st April 2021	1st April 2022
Totnes				
Totnes Town Centre - Old market, Heath Way, North St, The Nursery	12 months	£288	£345	£414
	6 months	£190	£228	£273
Totnes Peripheral - Longmarsh & Pavilions Long Stay, Steamer Quay	12 months	£192	£230	£276
	6 months	£126	£152	£182
Dartmouth				
Town Centre - Mayor's Avenue (all day and overnight)	12 months	£480	£576	£691
	6 months	£316	£380	£456
Park & Ride (open season only)	March - October	£160	£192	£230
Salcombe				
Shadycombe (Oct-March), Creek (April-Sept) and North Sands	12 months	£408	£489	£587
Reserved bays	6 months	£269	£323	£387
Lower Batson				
Mayor's Avenue, Dartmouth	12 months	£1,800	£2,160	£2,592
Shadycombe, Salcombe	12 months	£1,800	£2,160	£2,592
Victoria Street, Totnes	12 months	£1,800	£2,160	£2,592
Bigbury	12 months	£1,800	£2,160	£2,592
Pavilions, Totnes	12 months	£1,800	£2,160	£2,592
Creek (April-Sept)	12 months	£1,320	£1,584	£1,901
		£729	£875	£1,050
Victoria Road, Dartmouth	12 months	£2,160	£2,592	£3,110
Leisure and Bowling Permits - ELIMINATED				
Business Permit Per Town				
Bigbury Business Permit	12 months	£1,025	£1,230	£1,476
Ivybridge Business Permit (valid Leonards Road)	12 months	£341	£410	£492
Modbury Business Permit (valid Poundwell Meadow)	12 months	£427	£512	£615
Slapton & Torcross Business Permit	12 months	£683	£820	£984

Location	Permit	2020/21	1st April 2021	1st April 2022
Kingsbridge Business Permit (valid in Quay, Duncombe Park, Cattlemarket & Lower Union Road)	12 months	£683	£820	£984
Totnes Business Permit (valid in Old Market, Heath Way, North St, Nursery, Longmarsh, Pavilions Long Stay)	12 months	£512	£615	£738
Dartmouth Business Permit (valid in Mayors Avenue)	12 months	£854	£1,025	£1,230
Park & Ride Business Permit	March- Oct	£284	£341	£410
Salcombe Business Permit (valid Shadycombe Oct-March) ,Creek (April - Sept) and North Sands	12 months	£726	£871	£1,045
Roaming Business Permit (valid in all long stay car parks not Fore Street all year, Creek Oct-March and Shadycombe between 1st March and 31st October)	12 months	£1,350	£1,620	£1,944

A copy of the proposed Amendment Order can be examined on the Council's website - www.southhams.gov.uk or if you require a copy to be sent to you please call the Council on 01803 861234 or email a request to parking@swdevon.gov.uk

If any person wishes to object or make representation in respect of the making of the Amendment Order they must do so in writing submitted to Parking, South Hams District Council, Follaton House, Plymouth Road, Totnes, TQ9 5NE, or by email to parking@swdevon.gov.uk. All objections must specify the grounds on which they are made. Please note that any objections or representation may be published as part of any report into the proposed Order and if so will be publicly available to view.

Any objections or representations must be submitted during the 21 day consultation period, which will close on 11th September 2020.

Dated 21st August 2020

Catherine Bowen
 Council Solicitor and Monitoring Officer
 South Hams District Council
 Follaton House
 Plymouth Rd
 TOTNES TQ9 5NE



ITEM 11



THE ROYAL BRITISH LEGION
COVID-19 PANDEMIC
GUIDELINES FOR BRANCHES

This information is intended to help you, as a member of The Royal British Legion to decide what steps you should take to stop and control the spread of the COVID-19 virus and keep yourself and other members safe.

General

Members of The Royal British Legion must follow the guidelines and advice issued by the government or their local authority*.

Branch / County meetings

Although some of the lockdown restrictions are now lifted, the virus is still a threat and therefore we strongly recommend avoiding face-to-face meetings.

There is no essential need to arrange Branch meetings in person: meeting objectives can be achieved via teleconferences or videoconferences (online).

Despite some shops and businesses opening we are still asked to adhere to social distancing rules in many parts of the world. Lack of face-to-face meetings will therefore help to keep you and other members safe.

VJ Day, parades, events

We hope this will change by October but for now Remembrance parades and physical events must not take place. Branches and Counties are encouraged to arrange virtual events instead. Please bear in mind that members' safety is our priority and therefore we want to ensure that no one's life is put at risk especially when it comes to older members and veterans.

Yammer is a very good channel to get advice and tips from other branches on organising online events.

Fundraising / awareness raising activities

Activities such as setting up and manning stalls, stands, public information points, etc. currently cannot be undertaken safely. There are a lot of requirements around setting up such activities, and we cannot reasonably expect our members, who are volunteers, to have the knowledge and be sufficiently equipped to fulfil all these criteria.

As you would expect, other charities are facing the same challenges. Like them, the Legion's Fundraising directorate is trying to find ways that will support safe fundraising. They are working with the Fundraising Regulator and the Institute of Fundraising. As safe methods are agreed these will be communicated through the community fundraising line, and you will be given the appropriate advice via MSOs and on 0365.

Branch Occupied Properties (not Clubs)

Branches occupying their own premises should not use them and cannot hire them to third parties. The Legion Estates Team are reviewing government statutory compliance responsibilities on a regular basis and may require the help of some branches to open up properties for inspection purposes only, although it is envisaged this will not be before 31 August 2020. Any further questions about branch occupied properties and their usage can be sent to:

CommercialAdmin@britishlegion.org.uk

Beneficiary support

Home and hospital visits are currently not allowed and Branch Community Support activities are limited to Telephone Buddies. As previously stated, this will assist in controlling the spread of the virus.

Funerals

Funeral attendance is still restricted by Government advice to specific groups and individuals, therefore Standard Bearers must not attend unless they fall into any of the allowed categories of people. Full guidance can be found [here](#). If the funeral takes place outside England, local guidelines must be followed.

Remember to follow the common advice

- Wear face coverings while travelling on public transport
- Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitiser; this is particularly important after taking public transport
- Use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available
- Always carry tissues with you to cover your cough or sneeze, then throw the tissue in a bin
- Clean and disinfect frequently touched objects and surfaces in the home and work environment
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Avoid close contact with people who are unwell.

*Official resources/guidance

UK Government (advice which mainly applies only to England):

<https://www.gov.uk/coronavirus>

Frequently Asked Questions:

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

Scottish Government: <https://www.gov.scot/coronavirus-covid-19/>

Guidance including on distancing and shielding:

<https://www.gov.scot/collections/coronavirus-covid-19-guidance/>

Welsh Government: <https://gov.wales/coronavirus>

Guidance on staying at home and away from others:

<https://gov.wales/staying-home-and-away-others-guidance>

Northern Ireland Executive: <https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>

Guidance on staying at home and self-isolation:

<https://www.nidirect.gov.uk/articles/coronavirus-covid-19-staying-home-and-self-isolation>

Isle of Man Government: <https://covid19.gov.im>

Government of Jersey: <https://www.gov.je/Health/Coronavirus/Pages/index.aspx>

States of Guernsey: <https://covid19.gov.gg>

Republic of Ireland: <https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/>

SAMANTHA BRANCH - DESTINATION/MARKETING MANAGER
2021 Guide Proposal

For 2020 we printed 40,000 visitor guides - we took a stock in town (this year 9,000 instead of 10,000) which should have been distributed through local accommodation providers, the TIC, St. Mary's Church, 7 Stars, Totnes Bookshop and local shops however we still have just under 6,000 guides left partly because of the TIC closure but mainly because St. Mary's Church still aren't distributing them for us. Last year they distributed approximately 5,000.

In 2020 we paid £ for the remaining 31,000 to be distributed nationwide to key TICs and select-one locations (supermarkets, accommodation etc) however due to coronavirus the distribution stopped for 3 months therefore they have predicted that they will have approximately 10,000 left.

Total guides left at end of 2020: predicted to be approximately 15,000.

With this in mind and due to the fact that local businesses have had a really tough year, I'm proposing that we use the 2020 guides next year to save recycling thousands.

Proposed Plan for 2021

- Use the remaining 5-6,000 2020 guides in the TIC and locally in town
- Use the remaining 10,000 guides currently with £ as part of the 2021 distribution campaign - they will place a branded card over the front saying 2021 to encourage people to pick up
- Also create a 6 page tri fold DL leaflet to make up the rest of the £ distribution campaign - print 40,000 (saving a lot of money in print and design). This would have no advertising and will be in the same style of the guide with photos and editorial promoting the key reasons to visit and will drive people to the website for more information
- Create a slightly updated guide for the website with a 2021 front cover and amend any out of date details for people to download if they really want a new version

The above plan would prevent us from wasting thousands of guides and the money we spent on creating them. It will also help with local economic regeneration as our existing advertisers will still be advertised in the current guide and will remain on the website for free, which we would see as being a gesture of goodwill in honour of the temporary closure of the TIC, the reduced distribution of the guide in 2020 and because they've had a really tough year financially.

Alongside this we would like to propose that we offer a FREE basic web listing to all local businesses in the town centre (any who aren't already on there) where they would receive the Level 1 (most basic) web package which includes 1 image, 50 words and their contact / social media details. This would also be a gesture of goodwill within the town centre and is also a very good way of populating the shopping and food & drink sections of the website which have the least number of listings. The website is the key marketing tool alongside the visitor guide, therefore it will be good to generate some really colorful images of the shops / businesses and highlight to potential visitors how many wonderful, independent shops and eateries we have here which should influence their decision as to whether they'd like to visit.

Budget:

Supplier	Detail	2020/21
	Design same guide - 76 pages with no new copy or images, just a new front cover & updates on anything out of date	£200.00
	Design a new 6pp leaflet	£350.00
REDACTED	Buy 10 x new photos @ £25 per photo	£250.00
REDACTED	Print 40k x DL6pp leaflets - print run on 150gsm silk. Quote is £900 but allow up to 6% increase	£954.00
REDACTED	Web development	£1,200.00
REDACTED	Web hosting and maintenance	£1,200.00
REDACTED	Distribution 40k 6pp leaflets & the remaining 10k guides across 10 months (we only pay for 7 months as a gesture of goodwill). Higher cost than last year because total of 50k rather than 30k	£1,500.00
	TOTAL	£5,804.00

From the budget monitor:

		Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	BUDGETED
28	Tourism					
29	Visit Totnes Marketing	2390	4710	38	5000	5000
30	Pension costs	12636	12636	0	12636	12636
31	Totnes Guide	14737	14219	520	6000	15000
32	<i>Totnes Guide and Website Income</i>	-18260	-16844	0	0	-15000
33	Bank Charges / Paypal	172	20	0	0	210
34	Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	172	553	0	600	600
35	SUB TOTAL	11847	15294	558	24236	18446