

## AGENDA FOR THE EXTRAORDINARY MEETING OF TOTNES TOWN COUNCIL

THURSDAY 28<sup>TH</sup> JANUARY 2021 – HELD REMOTELY USING ZOOM

MEETING LINK: <https://zoom.us/j/92091377852>

MEETING ID: 920 9137 7852

PASSWORD: Not required.

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

PLEASE NOTE THAT MEMBERS OF THE PUBLIC  
WILL BE KEPT IN THE WAITING ROOM FACILITY IN ZOOM UNTIL THE MEETING COMMENCES.

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You are hereby **SUMMONED** to attend a Meeting of the Council, which is to be held using remote meeting service Zoom on **Thursday 28<sup>th</sup> January 2021 at 7.00pm** for the purpose of transacting the following business:

1. **WELCOME TO ALL ATTENDING AND OBSERVING**

The Mayor will read the following statement:

Welcome to everyone attending and observing the meeting.

A reminder that open proceedings of this meeting will be video recorded on Zoom and live streamed on social media. If members of the public make presentations, 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. If a member of the public wishes not to be recorded they are able to turn their video off or watch the meeting via the Town Council Facebook page.

Can members of the public please note that given the current climate Councillors and staff are adapting to remote and mainly paperless working and therefore you may see use of mobile phones and other devices for reference to the agenda and associated papers.

As Council meetings are not permitted to be held in a location where alcohol is served, we ask that all attendees refrain from consuming alcohol directly prior or during the meeting as per our Code of Conduct.

This meeting is limited to 2 hours and therefore members are asked to raise their points succinctly and not repeat the same view expressed by colleagues if it does not add to the debate.

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.

3. **RESIGNATION OF DEPUTY MAYOR**

To note the resignation of the Deputy Mayor and to appoint a replacement. No document.

4. **CONFIRMATION OF MINUTES**

To approve and sign the minutes of the Council Matters Committee held on 18<sup>th</sup> January 2021. Document enclosed.  
*(Please note confidential minutes can be agreed but any discussion must be held in Part 2)*

## 5. BUDGET RATIFICATION AND PRECEPT SETTING

To consider the recommendations from the above Council Matters committee:

a) It is **RECOMMENDED** to Full Council that the draft budget is agreed subject to the minor amendments suggested by the Clerk during the meeting. Document enclosed.

b) Subject to the above recommendation it is **RECOMMENDED** to Full Council that the annual precept figure for 2021/22 be increased by 2% from £535280 to £546986. Because of the lower tax base this year this represents an actual increase of 4.14% for the taxpayer, making an average band D property a change from £3.49 per week (£181.61 per year) to £3.64 per week (£189.13 per year), which is an increase of 15 pence per week or £7.52 per year.

c) It is **RECOMMENDED** to Full Council that the Traffic and Transport Forum and the Totnes Future Forum terms of reference are aligned (with the exception of the regularity of meetings) and that live streaming/recording of meetings be added. Documents enclosed.

d) It is **RECOMMENDED** that the Standing Orders structure diagram be amended to include the changes outlined in the above Terms of Reference. Please note that the first order of business when each group meets is to ratify the use of these Terms of Reference. Document enclosed.

## 6. ROAD CLOSURE

Further to this item being deferred on 11<sup>th</sup> January, d. To consider road closures of Upper Fore Street, High Street and the Narrows on a Saturday morning from 9am until 1pm from the end of lockdown until social distancing guidelines are no longer in place. Devon Communities Together survey report enclosed.

## 7. NEXT MEETING

To note the next meeting date of Monday 1<sup>st</sup> February 2021, 6.30pm public session, 7.00pm formal meeting. No document.

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*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.*

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### Agenda produced by:

Catherine Marlton

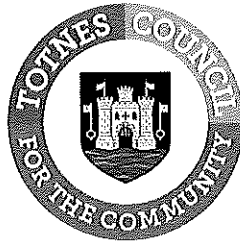
Town Clerk

22<sup>nd</sup> January 2021

### 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.



**DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS  
MONDAY 18<sup>TH</sup> JANUARY 2021 AT 6.30PM – HELD REMOTELY USING ZOOM**

**Present:** Councillors E Price (Chair), M Adams, C Allford, J Hodgson, C Luker, B Piper and V Trow.

**Apologies:** Cllr Paine

**In Attendance:** Cllrs Collinson and Hendriksen, C Marlton (Town Clerk) and C Bewley (Finance, Assets and Lettings Manager).

**1. APOLOGIES FOR ABSENCE**

**To receive apologies and to confirm that any absence has the approval of the Committee.**

Apologies were received from Cllr Paine.

*The Committee will adjourn for the following items:*

**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.

There were no members of the public who wished to speak.

*The Committee reconvened.*

**2. DEPUTY CHAIR**

**To elect a Deputy Chair (who will chair in Chair's absence).**

Cllrs Allford and Hodgson were nominated as candidates for the Deputy Chair. Cllr Allford was appointed by a majority.

**3. CONFIRMATION OF MINUTES**

**To update on any matters arising from the minutes of 14<sup>th</sup> December 2020.**

The minutes have already been ratified by Full Council. There were no matters arising.

**4. 2021/2022 DRAFT BUDGET**

**To consider the draft annual budget for 2021/2022 and make a recommendation to Full Council.**

The Clerk explained the costing for a number of lines of the budget and that an underspend of at least £11k is anticipated in the current financial year for public realm projects which haven't been progressed due to the pandemic. Further detail will be circulated on the detailed breakdown of the staffing budget including the monies received from S106 and grants which offset the costs from public funds for Part 2 of Full Council. Cllr Trow proposed a 2 percent increase on the precept (an actual increase of 4.14 percent) which was seconded by Cllr Piper and passed by four votes in favour, two against with one abstention.

It is **RECOMMENDED** to Full Council that the draft budget is agreed subject to the minor amendments suggested by the Clerk during the meeting. Document enclosed.

Subject to the above recommendation it is **RECOMMENDED** to Full Council that the annual precept figure for 2021/22 be increased by 2% from £535280 to £546986. Because of the lower tax base this year this represents an actual increase of 4.14% for the taxpayer, making an average band D property a change from £3.49 per week (£181.61 per year) to £3.64 per week (£189.13 per year), which is an increase of 15 pence per week or £7.52 per year.

#### **5. TERMS OF REFERENCE FOR TOTNES FUTURE FORUM**

**To consider what is appropriate in terms of remit and structure for this new forum.**

It was **AGREED** that the first Totnes Future Forum would be held in March/April 2021.

It is **RECOMMENDED** to Full Council that the Traffic and Transport Forum and the Totnes Future Forum terms of reference are aligned (with the exception of the regularity of meetings) and that live streaming/recording of meetings be added.

It is **RECOMMENDED** that the Standing Orders structure diagram be amended to include the changes outlined in the above Terms of Reference. Please note that the first order of business when each group meets is to ratify the use of these Terms of Reference.

#### **6. OUR PLACE**

**To consider expenditure of £585 from the Climate Change budget to provide the website similar to the following: <https://ourplaceourplanet.org/> at a cost of £585.**

Cllr Hodgson updated on the 'Our Place' website and other potential local collaborative options.

It was **RESOLVED** to approve expenditure of £585.00 for the provision of the website.

#### **7. DATE OF NEXT MEETING**

**To note the date of the next meeting of the Council Matters Committee – Monday 8<sup>th</sup> February 2021 at 6.30pm.**

Noted.

*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. (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)*

#### **8. RESIDENTIAL PROPERTIES**

**To consider an issue in relation to management of our tenanted properties and consider future property management options.**

It was **RESOLVED** to:

- a) Write to our current property management provider outlining our concerns with the service provision and give notice.
- b) Move to the new suggested provider at a lower % fee and increased out of hours provision for tenants.
- c) Refund the resident for costs incurred for repairs.

## 9. ALARM SERVICE

To note a change in the alarm service and monitoring.

In relation to one of the TC buildings it was **RESOLVED** to:

- a) Contact the storage users to see if they wish to pay for the monitoring.
- b) Check there is no requirement from the freeholder.
- c) If monitoring is not requested, the alarm will not be set so as not to disturb the neighbouring properties.

## 10. LEGAL ISSUE

To note any actions or updates from a meeting with the legal advisors on Monday 18th January 2021.

Noted. Further information will be taken by a Link Councillor report to the Full Council meeting in February

## 11. STAFFING UPDATE (Standing Item)

For any general or urgent updates that required confidential sharing with Councillors.

It was **RESOLVED** to:

- a) Circulate the Nolan principles to all Councillors and staff as a reminder.
- b) One of the Councillors offered to contact a member of staff directly to offer an apology.
- c) Discretionary use of the Guildhall for a funeral was not granted.

Catherine Marlton  
Town Clerk



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28th Full Council Precept setting	18/19 YEAR END		19/20 YEAR END		20/21 CURRENT (as of 14th October 2020)		2021/22 ONWARDS	
	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	Actual 31st March 2020 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	Recommended OPTION 1 2021/22 - assuming 2% increase (actual 4.14%)	
Admin								
1 Salaries and pensions for all staff	190666	224062	124441	272000	306500		327000	New Staffing structure considered and in place for 2021. Includes a budgeted 2% cost of living increase despite potential pay freeze nationally. Includes Green Travel Coordinator and Civic Hall roles which are externally funded. The actual cost from public funds is considerably less and detailed in the confidential breakdown.
2 Staff Training and Travel AND expenses	2633	3296	877	1500	4000		4500	Amalgamate with eye tests and include staff expenses in training and travel
3 Deleted - Staff Eye Tests	99	50	0	250	500		0	
4 NEW - Subscriptions							3500	Moved from Civic and Democratic
5 NEW - Professional Fees							6250	Moved from Civic and Democratic AN ESTIMATE BASED ON NEED DURING THE YEAR.
6 NEW - Website and IT							5000	Moved from Civic and Democratic. Includes office move costs. Officers only use IT support for detailed hardware and software queries.
7 Staff Recruitment	789	1558	807	2000	500		1250	As per query, using just social media advertising does not produce enough high qj
8 Phone and Broadband	2525	2870	1097	2600	2600		2700	Based on actual previous plus small estimated increase
9 Office Supplies	2034	545	637	1250	1750		1750	Based on actual previous plus small estimated increase
10 Photocopier	1549	1592	742	1600	2000		1600	Based on actual previous plus small estimated increase
11 Insurance	5536	7365	7231	7365	7500		8000	Increase to cover cyber policies and valuables
12 Office Equipment	2012	864	933	1500	1500		10000	Includes extra costs associated with office move
13 NEW - Van Maintenance							750	MOT/Service/Repairs
14 NEW - TMO Tools and Consumables							1500	Tools and screws etc
15 Car park permits income and green sacks	-408	-40	0	0	0		0	no longer required
16 SUB TOTAL	207435	242162	136765	290665	326850		373800	
17 Civic and Democratic	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED			2021/22	
18 Mayoral Allowance and CIVIC EVENTS	379	394	0	400	400		410	This is an estimate as any increase is capped by SHDC. Councillors could chose to keep the rate as per the current year
19 Civic and Mayoral Events (expenditure)	5902	4196	126	3000	5750		5750	Suggested by a Councillor that a reduction should be considered. This includes all Civic Events
20 Civic Events (income)	-2123	-1127	0	0	0		0	Income from events is usually donated to a mayoral charity.
21 Civic Regalia	24	344	0	200	400		200	Cut from previous draft.
22 Mayoral Travel and Expenses	401	146	0	200	400		400	This replaces the previous Mayoral Allowance, which can no longer be paid. Travel and certain expenses can be claimed back by the Mayor.
23 Councillor Allowances	3788	2623	0	6000	6400		6560	Assumes all Councillors claim and qualify which would be highly unlikely.
24 Councillor Training and Travel	948	352	160	750	2000		1000	Reduced from previous draft budget as per Councillor request
25 Councillor IT equipment	0	1281	1770	2500	1500		1500	Not all Councillors took up the option of IT equipment but this may change as remote working is continued.
26 MOVED TO ADMIN Professional Fees	3123	3908	2331	6250	6250		0	Moved to Administration
27 Elections	0	161	0	0	6000		6000	We have to budget for this in case we have resignations over the year and have to go to election rather than cooption to fill.
28 MOVED TO ADMIN Subscriptions	2179	2558	2078	2150	2150		0	Moved to Administration
29 Community Outreach/Christmas	1349	4133	2499	2750	2000		6000	Includes increased christmas lights, Christmas Tree cost, christmas electricity, lighting
30 MOVED TO ADMIN Website and IT	1049	11312	-3539	2600	2500		0	Moved to Administration
31 SUB TOTAL	17019	30281	5425	26700	32750		27820	

	Tourism	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	2021/22	
33							Significant investment in the Visit Totnes brand development as part of the economic recovery plan. FULL DETAIL WILL BE CIRCULATED FOR 28TH DECEMBER FULL COUNCIL.
34	Visit Totnes Marketing	2390	4710	348	5000	20000	Payments complete.
35	Pension costs	12636	12636	0	12636	0	Detailed in table below
36	Totnes Guide	14737	14219	1217	5800	5800	Potentially offer free advertising to local businesses.
37	Totnes Guide and Website Income	-18260	-16844	-343	-15000	-500	Based on actual previous plus small estimated increase
38	Bank Charges / Paypal	172	20	0	100	200	Based on actual previous plus small estimated increase
39	Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	172	553	273	300	300	Based on actual previous plus small estimated increase
40	SUB TOTAL	11847	15294	1495	23493	25800	
41	Guildhall	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	2021/22	
42	Cleaning	2738	1545	743	1500	2000	This is the cleaning required to keep the Guildhall clean mainly during the open season and between public meetings
43	Building Maintenance	27453	4160	-165	1500	5000	Roof, plastering, boiler, alarm system all repaired/maintained recently so not large costs anticipated. Reserves would cover unexpected costs.
44	Business Rates	5880	6015	6113	6113	6500	based on actual previous plus small estimated increase
45	Water	111	120	217	300	200	based on actual previous plus small estimated increase
46	Utilities	3783	3046	1074	2500	3500	based on actual previous plus small estimated increase
47	Equipment Maintenance	2599	1281	40	500	1000	based on actual previous plus small estimated increase
48	Wedding Licence renewals and marketing	2044	71	0	250	2500	Assuming Councilors want to continue being licenced for weddings.
49	Admissions Income	-3357	-2994	0	0	-3000	Income depends on being able to open. Plans in place for marketing and increased income.
50	Retail Sales	0	0	0	0	0	No longer required
51	Hire Income WEDDINGS	-2233	-2566	-325	-325	-2750	Income depends on being able to open. Plans in place for marketing and increased income.
52	SUB TOTAL	39018	10678	7697	12338	14950	
53	Civic Hall	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	2021/22	
54	Cleaning and supplies - STAFFING EXCLUDED FROM 2019/20 and moved to core budget	9776	4362	567	1250	5500	Excludes any staffing costs which have been agreed with the main staffing budget. Based on previous actuals. Will depend on how much we can open.
55	Feed in Tariff	3102	2156	811	3000	2000	based on actual previous plus small estimated increase
56	Water	453	1369	308	1000	2000	based on actual previous plus small estimated increase
57	Utilities	4855	3617	488	1500	4500	based on actual previous plus small estimated increase
58	Building Maintenance	11784	10771	650	5000	175000	Birdwood/Civic Hall Annex project
59	Licences	70	70	170	250	250	based on actual previous plus small estimated increase
60	Marketing Civic Hall	28	515	0	0	1000	Increased to improve development of Civic Hall as a venue - if possible with Covid measures.
61	Equipment Maintenance	4320	6433	2317	3500	5000	based on actual previous plus small estimated increase
62	Paige Adams Grant towards Caretaking, Cleaning and Management costs	-27723	-31500	0	-12000	-30000	Estimated figures - to be considered by Paige Adams
63	Feed in tariff income and Water refund income	-7808	-4899	-417	-5700	-5200	based on estimates and previous usage
64	SUB TOTAL	-1143	-7086	4894	-2200	160050	
65	Property Maintenance	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED	2021/22	
66	Guildhall Cottage Maintenance	636	65	55	2000	2000	Roof maintenance likely required
67	Property Management Fees	1561	1962	1020	2000	2000	New company and services recommended
68	Town Clocks amalgamated Rent and Utilities and maintenance	2443	1543	74	2250	2250	Survey shows worked needed to St Mary's clock when non essential work is allowed.



69	Flat 5a Loan repay	9148	9148	4574	9150	9150	9150	9150	9150	Ongoing loan repayment
70	Flat 5a Maintenance	110	9	125	1000	2000	2000	2000	2000	chimney/gutter maintenance likely required To be considered, if we move offices this could do a basic tidy and redecorated of the space to allow letting?
71	Guildhall Office Maintenance	0	579	309	2000	5000	5000	5000	5000	Roof repairs. It is suggested the Museum apply for any additional support funding via 5137 allocations.
72	Museum Maintenance	3588	6122	-3325	2000	5000	5000	5000	5000	
73	Museum Rent Income	-2	-1	0	-5	-5	-5	-5	-1	
74	Eastgate Clock Rental	0	-1	0	-3	-3	-3	-3	-3	
75	MOVED TO CIVIC HALL - Civic Water Supply to shop	0	-200	-200	-200	-200	-200	-200	0	Moved to Civic Hall budget
76	Guildhall Cottage Income (£850 a month)	-10750	-10200	-5100	-9350	-9350	-9350	-9350	-10200	
77	Guildhall Office Income (£250 per month) COMMUNITY/NON PROFIT GROUP	0	0	0	0	0	0	0	0	Difficult to know timescales but a decision on the purpose of the building needs to be considered before income can be budgeted. It might be income is low and the occupants are a community or charitable group or series of groups
78	Flat 5a Rental Income (£695 per month)	-8340	-8340	-4170	-7645	-7645	-7645	-7645	-8340	
79	SUB TOTAL	-1606	686	-6638	3197	10197	10197	10197	8856	
80	Cemetery	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	Current Position	2021 EXPECTED	2021 EXPECTED	2021 EXPECTED	2021 EXPECTED	2021/22	
81	Business Rates	3616	4069	4441	4441	5000	5000	5000	4750	
82	Water	143	127	23	100	150	150	150	150	
82	NEW Waste collection								450	
83	Grounds Maintenance (Grass cutting and tree work)	21795	21179	5947	23000	23000	23000	23000	23000	
84	Works and Maintenance (Memorials, Paths, Fences, Refuse collection)	34099	1495	358	1500	3000	3000	3000	2000	
85	Chapel	244	0	150	500	500	500	500	10000	Feasibility and initial works to the Chapel if prioritised.
86	Cemetery Fees Income Amalgamated	-8495	-11375	-4270	-7500	-8000	-8000	-8000	-8000	
87	Memorials	0	0	0	0	0	0	0	0	
88	Grant of rights	0	0	0	0	0	0	0	0	
89	War Bonds	0	0	0	0	0	0	0	0	
90	SUB TOTAL	51402	15495	6649	22041	23650	23650	23650	32350	
91	Open Spaces	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	Current Position	2021 EXPECTED	2021 EXPECTED	2021 EXPECTED	2021 EXPECTED	2021/22	
92	GENERAL MAINTENANCE (changed from Ramparts Walk regular cuts and tidying)	163	0	112	250	600	600	600	500	
93	St Marys Churchyard (Walls and trees)	390	414	201	500	1000	1000	1000	500	
94	Castle Meadow Maintenance and Water	160	57	25	200	250	250	250	250	
95	Castle Meadow and allotments income	-210	-210	-8	-10	-210	-210	-210	0	Castle Meadow lease finishes
96	SUB TOTAL	503	261	330	940	1640	1640	1640	1250	
97	Precept and Income	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	Current Position	2021 EXPECTED	2021 EXPECTED	2021 EXPECTED	2021 EXPECTED	2021/22	
98	Bank Charges	156	150	51	300	300	300	300	300	
99	Precept and Income	-355640	-494000	-535280	-535280	-635280	-635280	-635280	-545986	SEE THE DETAIL IN THE TABLE BELOW
100	Council Tax Grant (only guaranteed until 19/20)	-22230	-20040	-10020	-10020	-10020	-10020	-10020	0	Council Tax support grant no longer exists.
101	Charity of Paige Adams RATE ABATEMENT	0	0	0	0	0	0	0	-105000	THIS PAYMENT WAS PREVIOUSLY AGREED BY PAIGE ADAMS BUT WILL BE PAID IN 2021/22 BECAUSE OF DELAYS TO PROJECTS
102	SECTION 106 FUNDS GREEN TRAVEL	0	0	-7000	-7000	-7000	-7000	-7000	0	
103	SUB TOTAL	-377714	-513890	-615249	-615000	-615000	-615000	-615000	-650686	
104	Community Development	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	Current Position	2021 EXPECTED	2021 EXPECTED	2021 EXPECTED	2021 EXPECTED	2021/22	
105	Skate Park	0	0	0	0	13200	13200	13200	13200	Previously agreed. Further funds might be required for completion of project.

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106	Public Toilets	0	SEE COMMUNITY PROJE	17600	20000	Final contribution for loss of income required from SHDC.
107	Caring Town/Totnes Caring services	SEE COMMUNITY PROJE	SEE COMMUNITY PROJE	25000	0	£5k s137 Expenditure. Will depend on requests for fund and restructure of organisations. High need expected following the CV19 pandemic.
108	Citizens Advice Service	SEE COMMUNITY PROJE	SEE COMMUNITY PROJE	1000	1000	Delay due to covid and referendum restrictions
109	Neighbourhood Plan/Planning	11586	9252	76000	188000	Continuation of public realm and Shared Space improvements
110	Community projects SHARED SPACE and public realm	35412	76024	0	0	Moved to S137
111	Community Grants Scheme/COVID 19	0	0	5000	10000	Extension of community arts and events programme potentially implemented as part of the economic recovery plan.
112	Arts and Culture and Events	2183	6185	8015	7500	Heritage action work to buildings of creating partnerships
113	Heritage Support	0	0	0	500000	Community Grants/Totnes Caring/Caring Town/Citizens Advice
114	S137 FUNDING (Grants and Misc)	-4756	-1845	40601	0	Will likely be around £17500 for reopening high street fund.
115	GRANT FUNDING/PROJECT INCOME	0	0	0	10000	For climate change and green travel proposals agreed through committee, possible match funding.
116	Climate Change/Green Travel	0	0	5000	10000	
117	SUB-TOTAL	£44,445	£89,616	£209,815	£299,700	
118	TOTAL	-£8,794	-£116,501	£184,948	£293,890	See reserves projection below
			Underspend on original budget due to Covid delaying project expenditure and recruitment.			FROM RESERVES SEE BREAKDOWN BELOW

**TAX BASE REDUCTION COMPARISON IN ANNUAL AND WEEKLY COSTS PER BAND D PROPERTY**

	2020/21 ANNUAL COST	2021/22 ANNUAL COST	2021/22 WEEKLY COST
£535280 - CURRENT	£181.61	£185.42	£3.57
£545986 - 4.14% OPTION A ACTUAL INCREASE	N/A	£189.13	£3.64

The current precept is £535280 and £181.61 for an average Band D annually (£3.49 per week). The tax base has changed which means the each household will be paying slightly more for the same overall annual precept income. With no raise the annual cost for a Band D would be £185.42 per year (£3.57 per week and 2.10% actual increase). A 2% increase in the total precept would be £545986 and £189.13 (actual 4.14% increase to £3.64 per week) for an average Band D annually. THE PROPOSED INCREASE IS £7.52 PER YEAR AND LESS THEN 15 PENCE PER WEEK.

**Reserves impact**

Reserves at the start of 2020/21	469613
Expected 2020/21 underspend	133325
Total estimated reserves as start of 2021/22	602938
if option A is ratified - estimated 2021/22 year end reserves	£309,048

This figure allows for a healthy reserve remaining after all proposed expenditure in the

**VISIT TOTNES GUIDE**

Element	Detail	2020/21
Design	No new copy or images, just new front cover & intro pages	£200.00
	opp leaflet	£350.00
	£25 per photo	£250.00
Printers	50k x DL6pp print run on 150gsm silk - allow 0-6% increase	£1,100
Website	Web development	£1,200.00
	Web hosting and maintenance	£1,200.00
Distribution	if we want 10 months we will only pay for 7 months	£1,500.00

**PROPOSED PUBLIC REALM AND OPEN SPACES (INCLUDES SHARED SPACE)**

External design/specialist support	£20,000.00
Totnes Gardens	£2,000.00
Collapark investment	£10,000.00
Bridgetown investment	£10,000.00
Market Square - ramp improvement	£35,000.00
Vehicle activated signage	£10,000.00
Tidy Totnes	£1,000.00
Other shared space measures	£50,000.00
Signage	£50,000.00
Bins and seating	£50,000.00
BALANCE	£188,000.00

Marketing	Detail below	£24,920.00
	<b>TOTAL</b>	<b>£30,720.00</b>

Marketing	Medium	Idea	Proposed Budget
Local / regional day visitors	Regional Radio	Boost for local traders on Heart South Hams with off peak advertising campaign	£3,000.00
	Regional Press	Series of half page ads to boost trade in town	£3,000.00
Tourists / holidays / short breaks	Promotional Video	Create an on the ground promo video to capture the best of Totnes to use via social media including starting a YouTube channel, use on the website & encourage partners / local businesses to use wherever they can as well.	£5,000.00
	DL 6pp leaflet	Design, print & distribute 40k DL 6pp leaflets - no advertising support (see breakdown to the right)	£6,100.00
	Outdoor	Series of regional outdoor ads - 6 sheets (size of the bus shelters) and train stations - targets holidaymakers who are in the area	£2,500.00
	Visit South Devon	Membership, advert in annual guide, visibility in their newsletter, competitions	£500.00
	Visit Devon	Membership, advert in annual guide, visibility in their newsletter, competitions	£1,000.00
Local & national - day visitors & tourists	Social Media	Boosting pages & posts	£300.00
	MailChimp	Subscription to MailChimp to be able to send consumer newsletters on a regular basis	£300.00
	Digital / Software	Social media app licence, visual composer licence, search & filter licence	£120.00
	Experiential Marketing	#Totnes or Visit Totnes, big 3D sign in town somewhere - social media photo op / commission local artist to create it & use recycled materials in bright brand colours	£600.00
	Freelance support		£750.00
	Sponsorship	Local & regional sponsorship ops - rowing club, events etc	£300.00
	Personal Selling	Stand at one of the weekly markets once a month for community engagement - for Cllrs & Jane (but for Jane to walk around the town as well)	£200.00
	Design & Print	Design of all artwork / various print jobs	£750.00
	CONTINGENCY	Contingency for any ops or web maintenance throughout the year	£500.00
			<b>£24,920.00</b>

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## TOTNES AND DISTRICT TRAFFIC AND TRANSPORT FORUM – TERMS OF REFERENCE

### **Aim:**

To provide a community forum for discussion on issues relating to traffic and transport and the transition to sustainable, low carbon, forms of travel in Totnes and the surrounding area, and to act as an advisory body to Totnes Town Council.

### **Administration**

This will be facilitated by the Town Council Green Travel Co-ordinator but it is expected that the community will be the driving force.

### **Membership**

Invitations should go to the following (not exclusive)

- Town Council – 5 Councillors (P Allford, Collinson, Hendriksen, Hodgson and Trow) and the Green Travel Coordinator
- Members of the public
- Community groups Private enterprises and business groups Experts in traffic and transport

### **Meetings**

Meeting will be held every 3 months on the last Wednesday of the month from 6.30-8.00pm. The steering group (see separate Terms of Reference) will meet more frequently.

The Chair & Deputy are to be elected from non-Council members.

Meetings will be held and recorded via Zoom and live streamed on the Totnes Town Council Facebook page. Minutes and action points are to be recorded and hosted on the Totnes Town Council website.



## TOTNES FUTURE FORUM – TERMS OF REFERENCE

### Aim:

To provide a forum for the pooling of knowledge from within the Town with the long-term aim of improving the economy, employment and training opportunities for all local residents.

### Administration:

This will be facilitated by the Town Council but it is expected that the community will be the driving force.

### Membership:

Invitations should go to the following (not exclusive)

Town Council – 5 Councillors (Allen, Collinson, Hodgson, Matthews, Piper), Town Clerk/Finance Manager, the Marketing and Destination Manager as required.

Chamber of Commerce – 1 representative (deputy to also be designated)

Independent Traders - 1 representative (deputy to also be designated)

Industrial Estate - 1 representative (deputy to also be designated) As Richard Connell was on the old Economy Group the maybe he would be an obvious choice

TCDS – representing the Mansion as a crucial training resource

Tourism – Due to its importance in the Town (maybe someone from 7 Stars Hotel would be an idea)

KEVICC – to represent future career opportunities + work experience, careers advice, et.

Transport – Representative from e.g. Bob the Bus, Stagecoach, etc

Heritage – input on the better use of our heritage buildings for economic improvements

SHDC / DCC – an officer who could assist in identifying funds / schemes that would assist in the Forum's aims

Surrounding Parishes – to look at impacts of changes in Totnes on adjacent parishes

Market Traders - 1 representative (deputy to also be designated)

DWP / Job Centre - 1 representative (deputy to also be designated)

### Meetings:

Meeting will be held every 3 months on the second Tuesday of the month from 6.30-8.00pm.

The Chair & Deputy are to be elected from non-Council members.

First meeting to be held in March/April y 2021.

Meetings will be held and recorded via Zoom and live streamed on the Totnes Town Council Facebook page. Minutes and action points are to be recorded and hosted on the Totnes Town Council website.





# STANDING ORDERS

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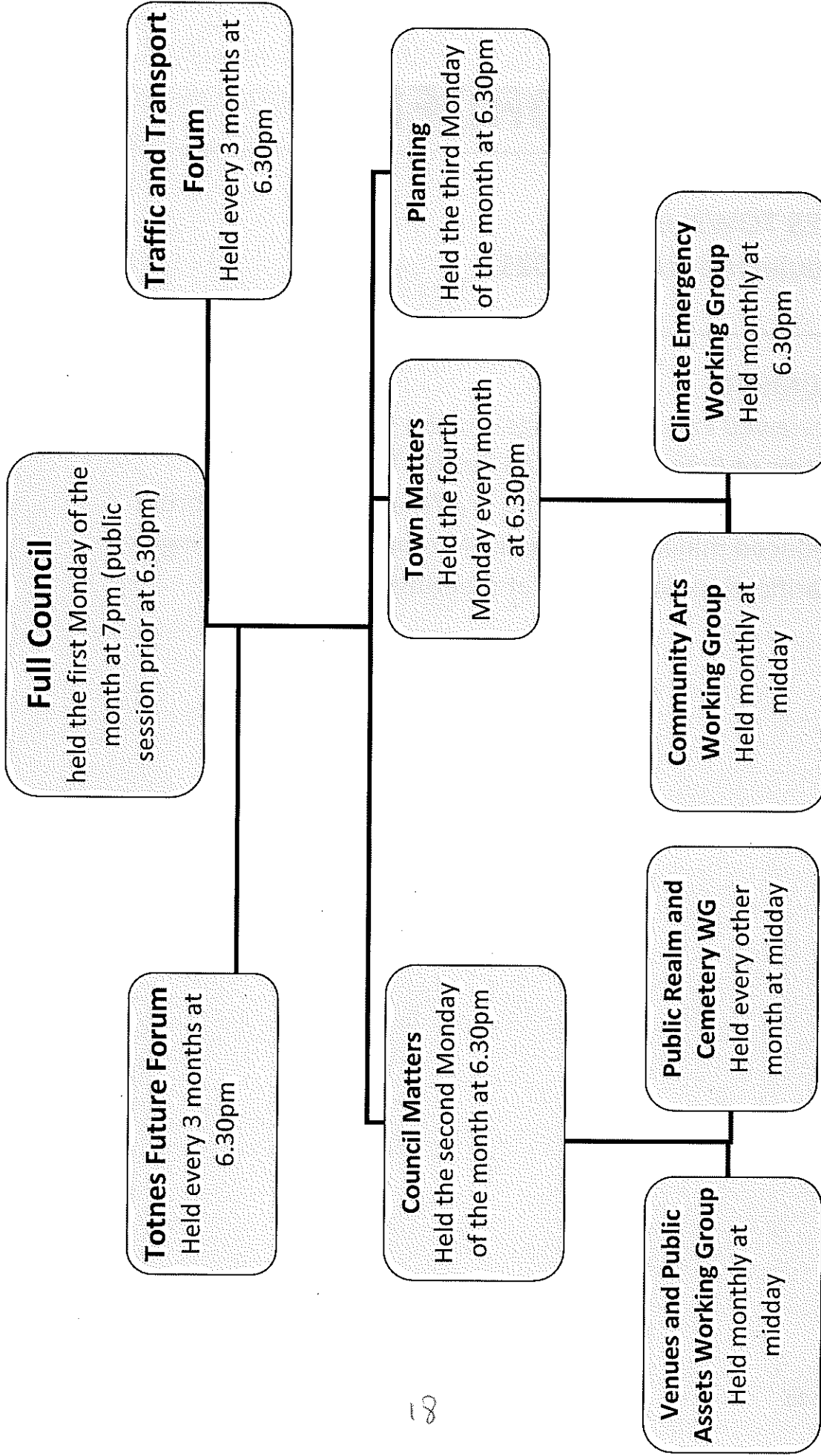
**TOTNES TOWN COUNCIL**  
**Last reviewed January 2021**

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## AMENDMENTS

- Reviewed Forum meetings – when they are held
- Terms of Reference for the Future Totnes Forum
- Terms of Reference for the Traffic and Transport Forum
- Reduced minimum number of Councillors on meetings.
- Clarification on motions at meetings.

# STRUCTURE



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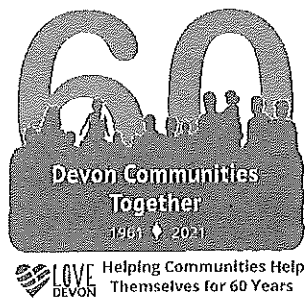
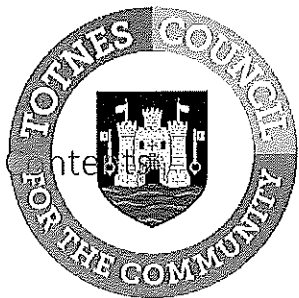
# TOTNES TOWN CENTRE CONSULTATION

## Report on the findings of the Town Centre Survey

06.01.21

Dr. Louise MacAllister  
Shona Plunkett

### Devon Communities Together



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## Introduction

Devon Communities Together have produced this report based on the Totnes Town Centre Consultation survey that ran from 28<sup>th</sup> October 2020 - 23<sup>rd</sup> December 2020. This report follows the interim report of 27<sup>th</sup> November 2020.

Totnes Town Council had been asked by Devon County Council to indicate how the Town Centre could be made safer during the COVID-19 pandemic. After much discussion the recommendation was for a temporary 4 hours a week closure of the road, and Devon County Council as the Highway authority made the decision to temporarily close Upper Fore Street, High Street and the Narrows on weekly basis on Saturday mornings 9am - 1pm until 5th December 2020.

At the Full Council meeting of Totnes Town Council on 7th December 2020, based upon the interim consultation report of 27<sup>th</sup> November 2020, Totnes Town Council resolved to apply for a road closure on Sunday mornings between 9am-1pm from 13th December 2020 until 11th January 2021 (with the exception of 27th December 2020). A Temporary Traffic Regulation Order is now on display around the roads affected for Sunday 3<sup>rd</sup> and 10<sup>th</sup>.

Now that closure period is coming to an end, but with continued need for social distancing, Devon Communities Together were tasked by Totnes Town Council to undertake a survey of Totnes residents, traders, and visitors, in order to understand the impact and effectiveness of the measure and consult on whether it should be extended.

Additionally, Totnes Town Council instructed Devon Communities Together to survey on a range of potential shared space measures in the town centre. This forms part of the same survey.

## Method

Due to COVID-19 the consultation was carried out entirely by survey. This was available in both an electronic format, and a hard copy format that could be posted to Devon Communities Together. Hard copies were available in locations around Totnes that were open at the time (during the second national lockdown and tier two restrictions):

- Totnes Guildhall
- Morrisons, 14 Coronation Rd, Totnes TQ9 5DE

- St Marys Church
- McCabe C M, 5 Fore St, Totnes TQ9 5DA
- Annies, Ticklemore St, Totnes TQ9 5EJ
- Country Cheeses 1 Ticklemore St, Totnes TQ9 5EJ
- Cormacks Seafood, Unit 11 The Plains Shopping Centre, Totnes TQ9 5EJ
- Eversfield Organic, Totnes Farm Shop & Cafe, The Plains, Totnes TQ9 5DR
- Halls, 38 Fore St, Totnes TQ9 5RP
- Greenlife, 1-2, Birdwood Court Market Square, High St, Market Square, Totnes TQ9 5SG
- Ben's Farm Shop, 38 High St, Totnes TQ9 5RY
- Cafe Mumbai, 98 High St, Totnes TQ9 5SN
- Earth.Food.Love, 101 High St, Totnes TQ9 5PF
- Room 101, 101A High St, Totnes TQ9 5PF
- Laundrette
- Lawsons Homewares
- Dartington Petrol Station/shops
- The Potting Shed
- Superdrug
- Back for seconds
- Well Pharmacy
- Spenderwise
- Natures Way
- Totnes Grill
- Lilys Kitchen
- Morrisons Garage
- Good Food House
- Albertros Fish and chip

Additionally, Cllr Claire Allford distributed 100 survey leaflets in the Bridgetown area of the town.

The online survey was live between 28<sup>th</sup> October 2020 and 23<sup>rd</sup> December 2020 when it was widely promoted through social media. A total of 1356 responses were received. At the time of the interim report, 758 responses had been received with a further 598 surveys received since.

Please note that an earlier version of the survey was live from 26<sup>th</sup> - 28<sup>th</sup> October. This version of the survey did not allow respondents to state whether or not they felt the closure should continue for as long as social distancing measures remain. Based on strong feelings to express this, the question was added. 178 people had responded to the original survey which was then closed, and those that had completed the survey were advised to complete the survey again at the new link. There is no significant difference in the results from this earlier version to the live version on which we now report.

*Example of social media graphic used to promote the digital survey*

**Totnes Town Centre**  
**Have Your Say**

Closing date: 20.12.20.

Upper Fore Street, High Street and the Narrows are closed on Saturdays from 9am-1pm until 5th December 2020 (currently). Totnes Town Council would like to understand the effectiveness of this measure and consult on whether it should be extended, and so has asked Devon Communities Together to carry out an independent survey.

[www.surveymonkey.co.uk/r/totnestown](http://www.surveymonkey.co.uk/r/totnestown)

Paper copies (FREEPOST return) available on request: 01803 862147 (10am-12pm Mon-Fri) / [reception@totnestowncouncil.gov.uk](mailto:reception@totnestowncouncil.gov.uk), or at local businesses.

## Results

1135 responses were received online, with 101 surveys being completed using paper copies that were posted directly to the Devon Communities Together offices using a freepost address, where their answers were inputted.

### Respondent demographics

The majority of respondents, 83.77%, were Totnes residents. This was followed by visitors who made up 10.41%, and traders who accounted for 5.82% of respondents.

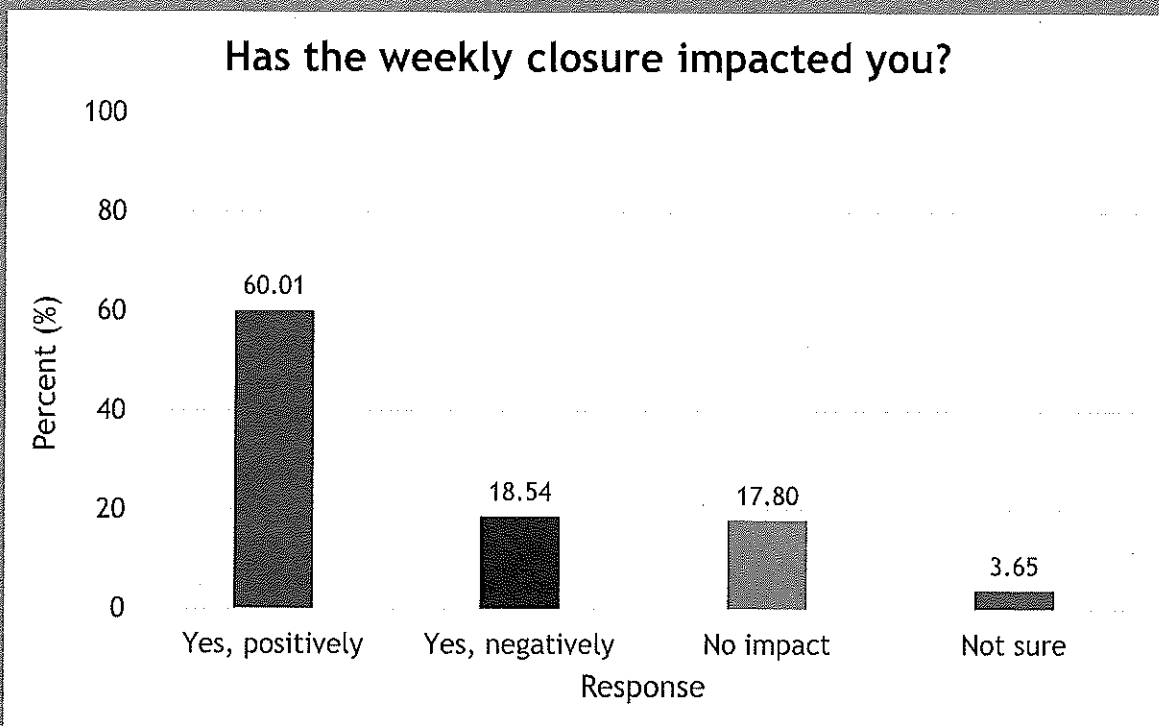
Participants were also asked to provide their postcode. This has enabled us to see that there has been a spread of representation across the town and surrounding villages.

Additionally, participants were asked to provide their age. This shows a mix of age groups having responded to the survey but with a majority of respondents being in the 55-69 age range with: 0.38% under 18, 6.61% aged 19-34, 27.98% aged 35-54, 40.58% aged 55-59, and 24.44% over 70.

### Road Closure

Respondents were asked whether the weekly closure had impacted upon the respondent positively, negatively, no impact, or not sure. Chart one shows that the closure has positively affected the majority (60.01%) of respondents compared to 18.54% with negative impact. 17.8% felt the closure had no impact upon them, and 3.65% were not sure.

Chart one; has the weekly closure impacted you?





Similarly, most respondents (77.75%) reported that they think the closure should continue while social distancing measures are in place, compared with 22.25% who do not.

By drilling down into this data further we can see that the answers given depend on whether the respondent is a resident, town centre trader, or visitor. Chart two shows that Totnes residents, who formed 83.77% of respondents, have been predominantly positively impacted with 65.53% of residents positively impacted compared to 14.19% of residents negatively impacted, and 17.51% of residents not impacted. The remaining 2.76% of residents were not sure if they had been impacted.

Similarly, chart three shows that 82.38% of Totnes residents believe the closure should continue while social distancing measures remain in place with 17.62% believing they should not.

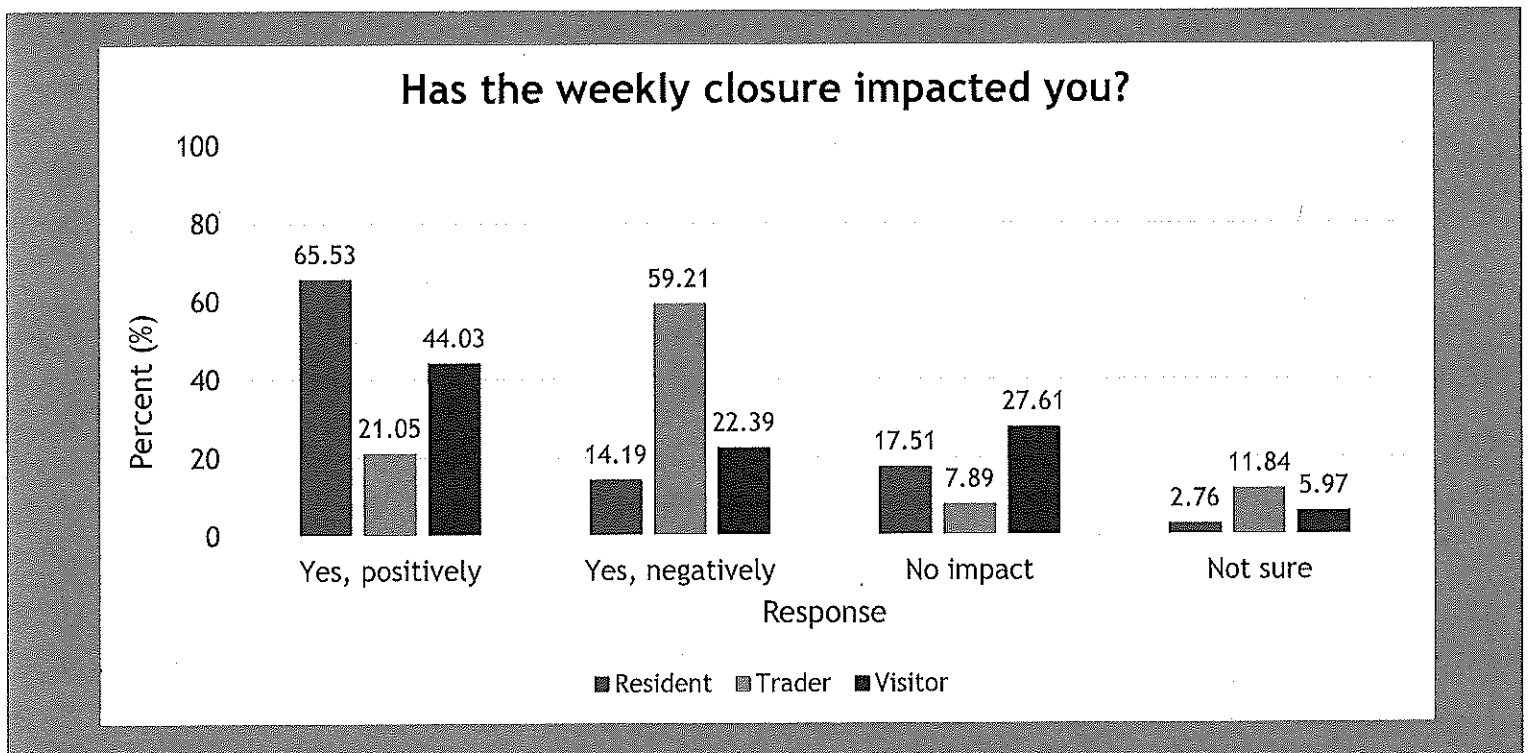
However for Town Centre traders, who formed 5.82% of respondents, the weekly closure had predominantly had a negative impact with 59.21% of traders negatively impacted (this represents 45 individual respondents). 21.05% of Townes Town Centre traders were positively impacted and 7.89% of traders were not impacted. The remaining 11.84% were not sure.

Likewise, chart three shows that 66.67% of traders believe that the restrictions should not continue while social distancing measures remain in place, with 33.33% believing they should continue.

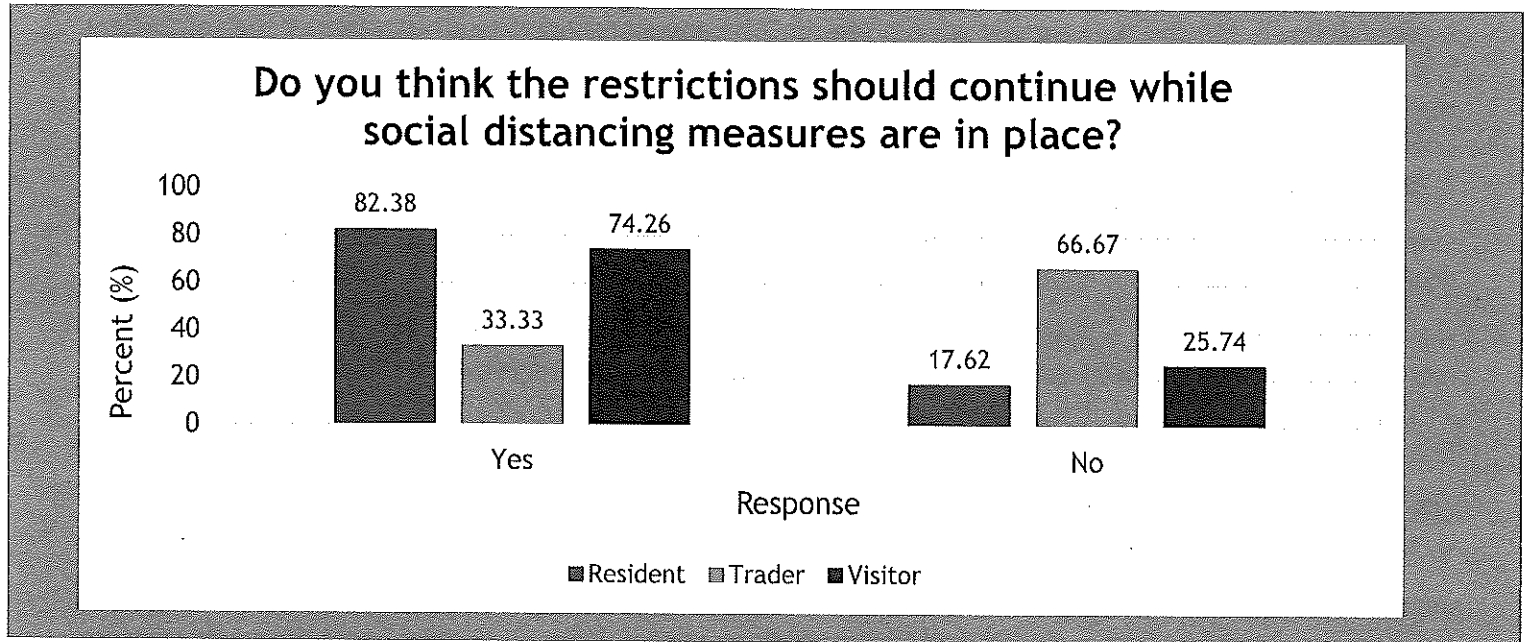
Visitors formed 10.41% of respondents and this may include those who live outside Totnes but visit regularly for shopping. Amongst visitors, 44.03% had found a positive impact while 22.39% had found the weekly closure had a negative impact. 27.61% of visitors stated that the closure had had no impact upon them and 5.97% were not sure.

Amongst visitors, 74.26% of respondents felt the closure should remain while social distancing measures continue, compared to 25.74% who feel it should not continue. This is shown in chart three.

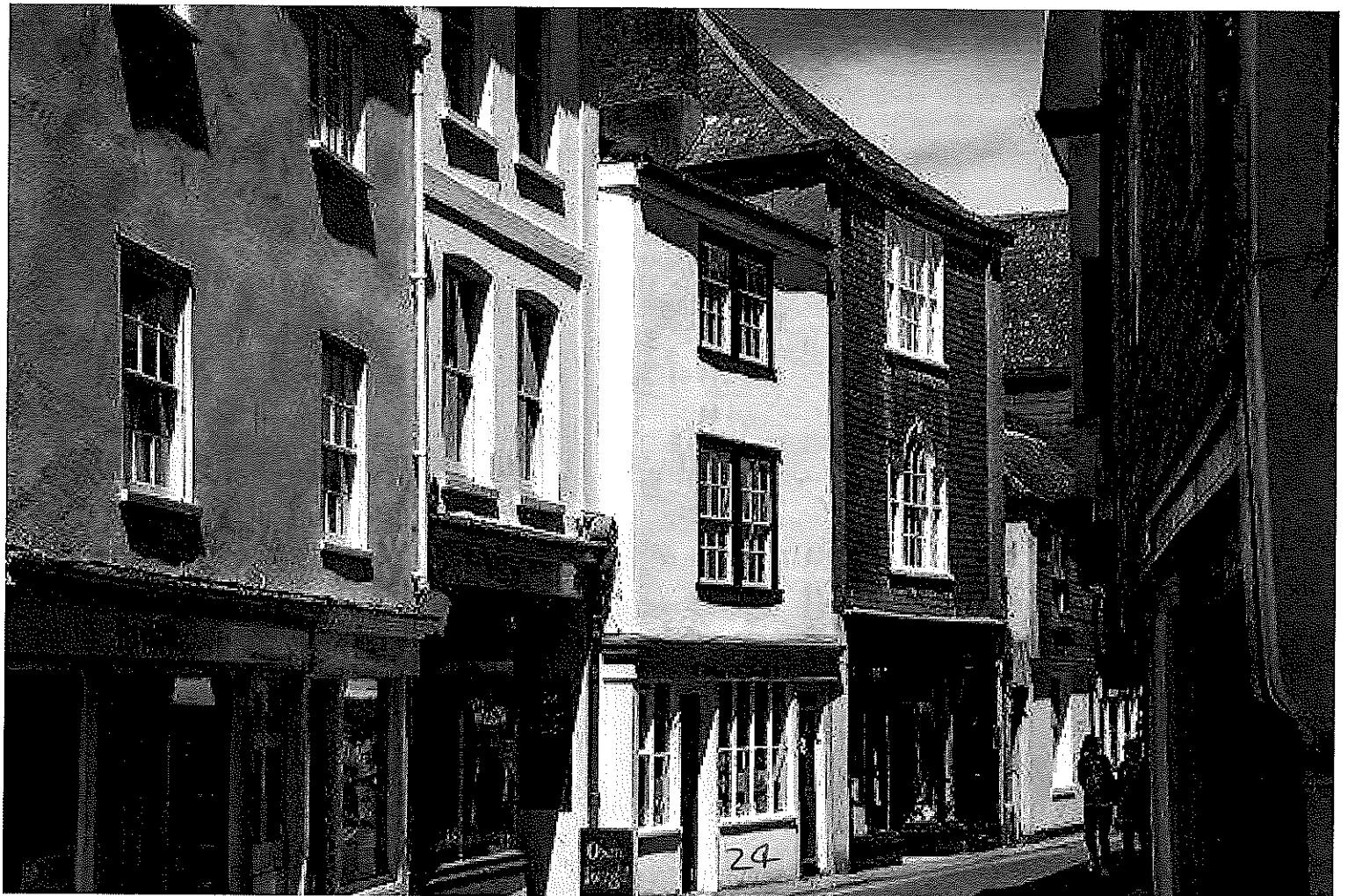
**Chart Two; Impact by status as resident, trader, or visitor**



**Chart three; Do you think the restriction should continue while social distancing measures are in place**



Taken together this data shows that while respondents predominantly found the weekly closure to have a positive impact, there is a divide, with residents and visitors likely to experience the closure positively and traders more likely to experience the closure negatively.

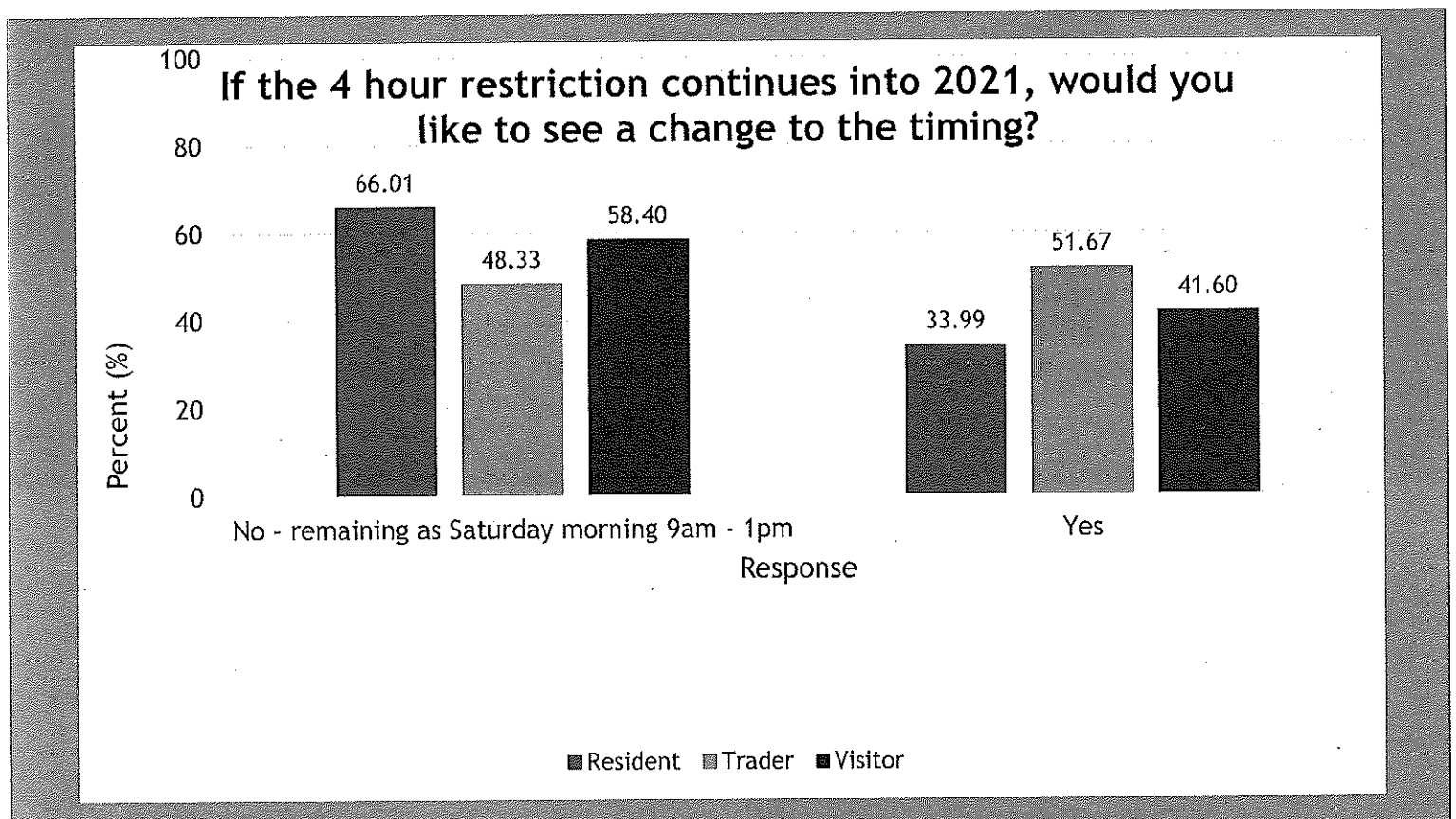




Road closure times

Respondents were asked, "If the 4 hour restriction continues into 2021 would you like to see a change in day of the week and/or the start/end timings?". Amongst all respondents, the preference was to not change the time with 64.19% stating "no", and 35.81% stating "yes". Chart four shows how this varies by group, with residents and visitors favouring the current time restrictions, and traders slightly (51.67%) favouring a change in the time.

**Chart four; Would you like to see a change in the restriction timing?**



Those who answered that they would like to see a change in the day of the week and/or start/end timings, were asked to select which time they would prefer, they were able to select more than one response. This is summarised by group in chart 5.

Chart 5; which days and times would you prefer

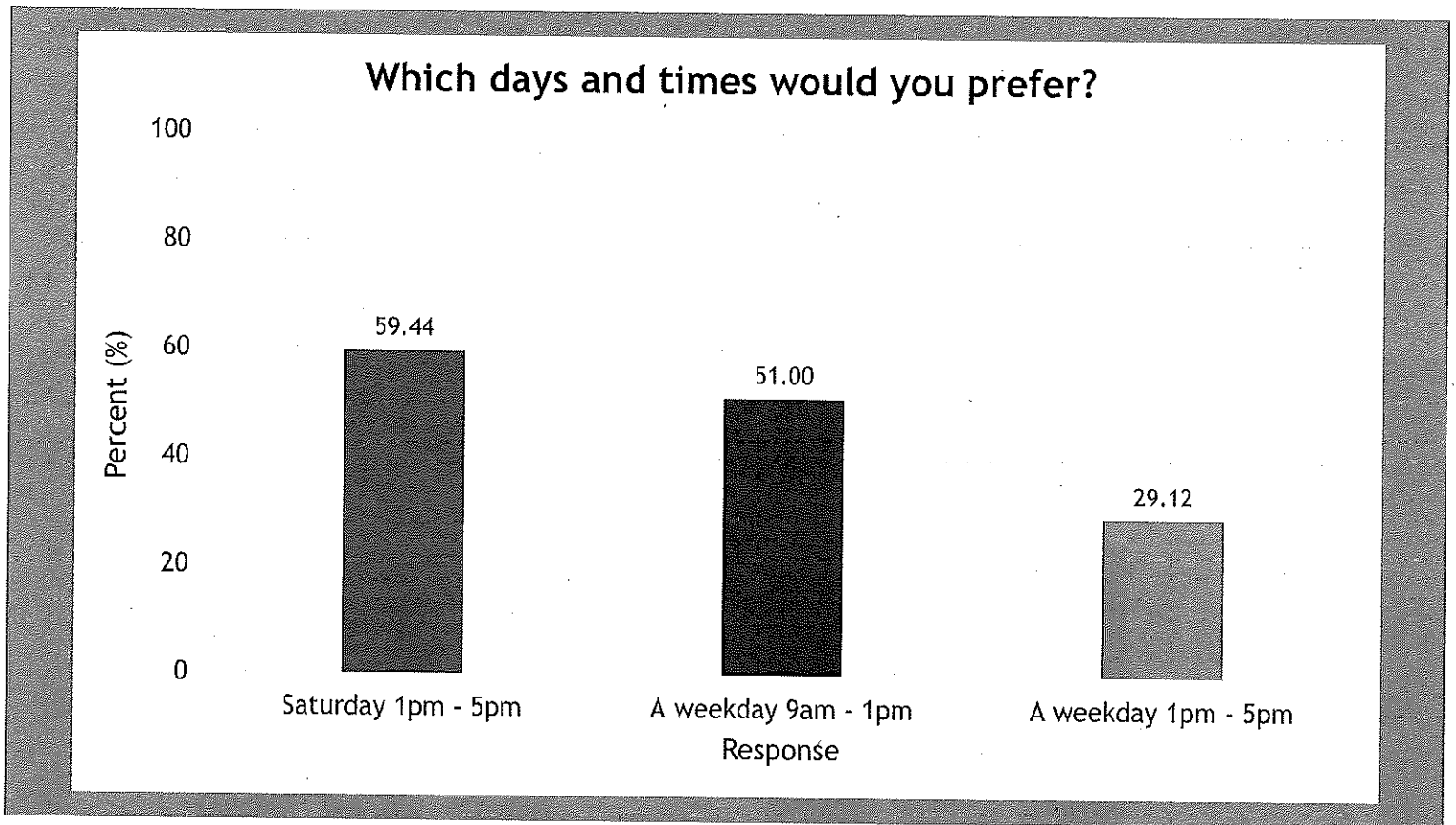
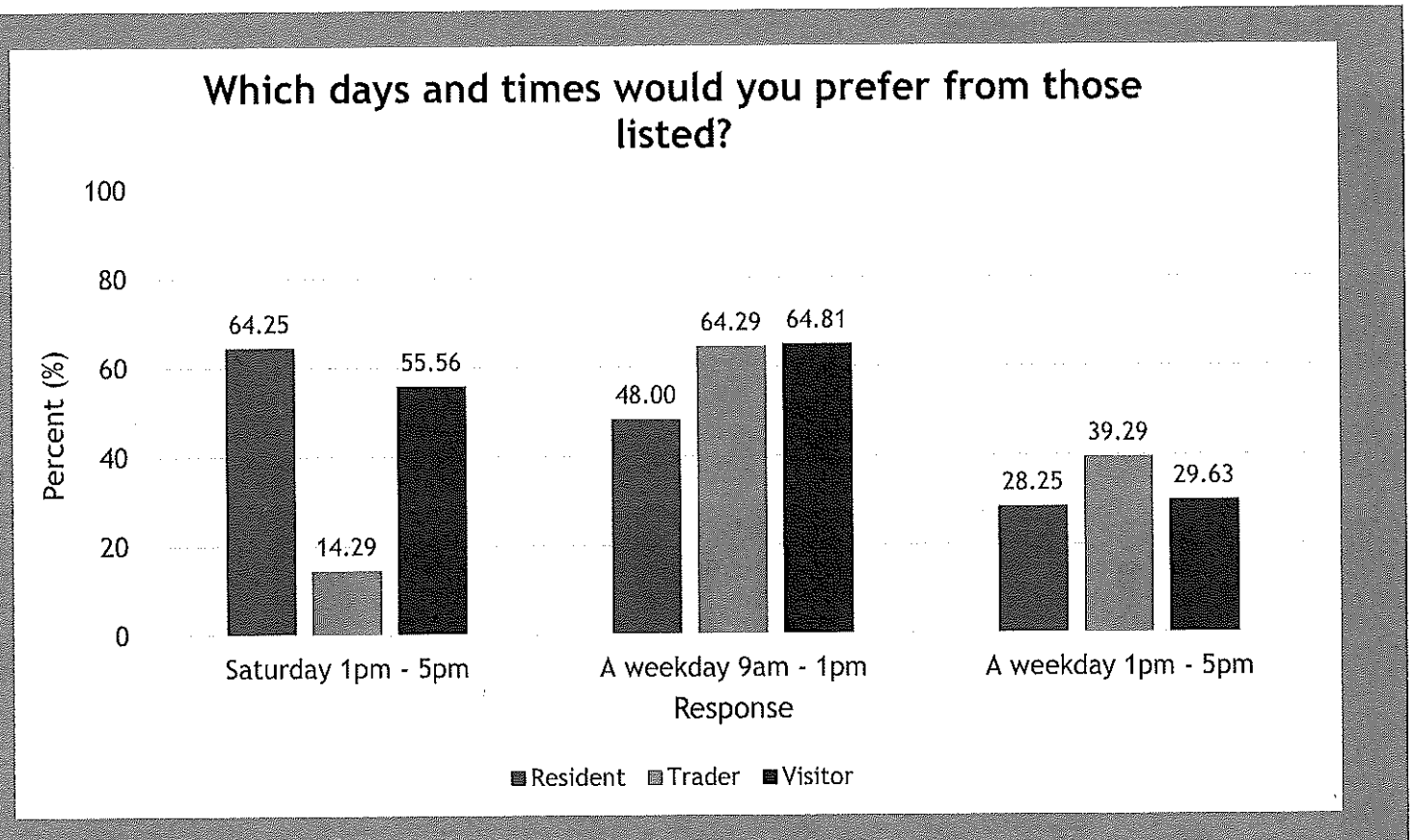


Chart 5 shows that amongst those who would like to see a change in the day or time, a change to Saturday 1pm - 5pm is slightly favoured at 59.44% with a weekday from 9am - 1pm at 51%. Changing the closure to a weekday from 1pm - 5pm was the least favoured option.

Chart 6 splits this data by group and shows that for Totnes residents, a change to Saturday 1pm - 5pm is preferred. For both Totnes Town Centre traders and visitors to the town, a change in closure time to a weekday from 9am - 1pm is preferred.

Note; this question only asked for responses from those who would like to see the time change. However while 443 respondents indicated that they would like to see the time change, a total of 498 respondents answered the question of their preferred time.

**Chart 6; “Which days and times would you prefer” by group**



### Shared Space

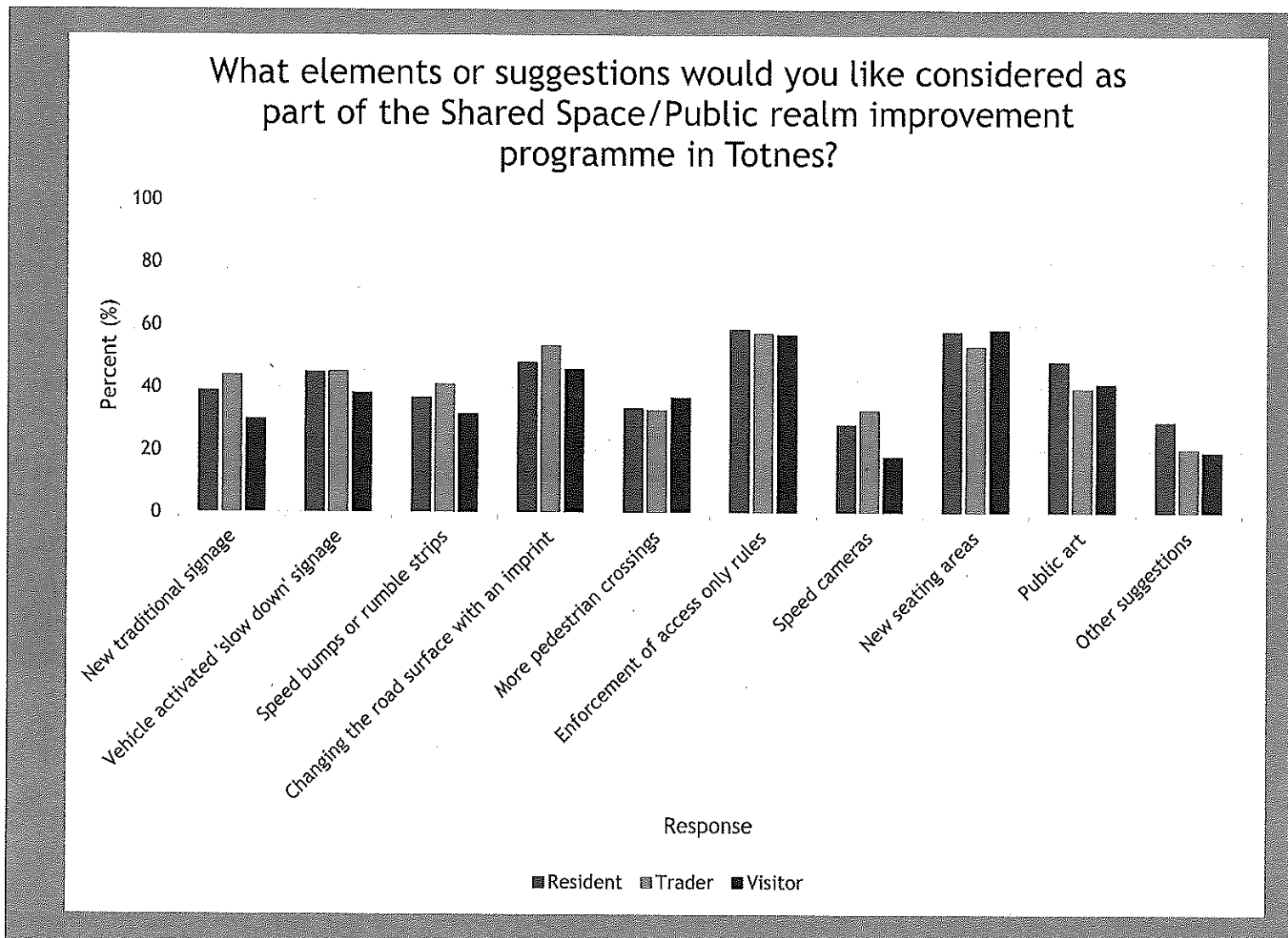
Shared Space is a design approach that improves the appearance of town centres and also minimises the segregation between modes of road user, making it unclear who has priority and therefore making drivers reduce their speed, and in the case of Totnes, reduce the volume of traffic moving through the town without stopping. Respondents were asked to select elements they would like to see considered.

A list of shared space design options were provided in the consultation with respondents asked “What elements or suggestions would you like considered as part of the Shared Space/public realm improvement programme in Totnes? Please select all suggestions from the list below that you would like considered.” The full breakdown per suggestion, separated by resident, visitor and trader, is shown in chart 7. The top three most favoured suggestions taking all groups together are:

1. Enforcement of access only rules (58.62%)
2. New seating areas (57.61%)
3. Changing the road surface in the shared space area (48.06)

The top three suggestions remain in the same order for both Totnes town centre traders and Totnes residents. For visitors, there is a slight variation with new seating areas as the most popular suggestion at 58.65%, over enforcement of access only rules at 57.14%.

**Chart 7; Shared space elements**



The shared space question also allowed respondents to suggest other options. Many respondents used this free text space to reiterate answers that they had already given, but new suggestions for shared space design given include:

- Pedestrianising the High Street and Fore Street. Either completely or on a part time basis.
- Pedestrian priority
- More bike racks and bike hire availability
- Retractable bollards (with an access card available)
- Removal of kerbs or widening pavements
- Trees

- Outdoor performance or eating space
- 5mph speed limit
- Signage designed by children
- No change

It is noteworthy that although the responses given in the free text that did not answer the question were not included in evaluation, a number of respondents used this space to mention that for disabled Town Centre users, the restrictions had made access to the Town Centre difficult for them.

The full list of all responses to this free text can be found in Appendix 1.

## Conclusions

- 1356 respondents completed the survey
- 60.01% of respondents reported the temporary road closure has positively impacted them, compared to 18.54% with negative impact. 17.80% felt the closure had no impact upon them, and 3.65% were not sure.
- Most respondents (77.75%) reported that they think the closure should continue while social distancing measures are in place, compared with 22.25% who do not.
- Most respondents (83.77%) are Totnes residents. Residents favour the road closure restrictions with 82.38% of residents indicating they think it should continue while social distancing measures remain in place.
- 10.41% of respondents are visitors and visitors also favour the road closure continuing, with 74.26% of visitors indicating they believe the road closure restrictions should continue.
- 5.82% of respondents are traders and here there is a divide from the other groups represented in the survey. Amongst traders most (66.6%) believe the restrictions should not continue.
- Amongst residents and visitors there is a preference that if the road closure continues then the day or time should not change. Amongst town centre traders there is a slight preference that if the road closure continues that it change to a Saturday from 1pm - 5pm.
- Popular shared space measures include Enforcement of access only rules, new seating areas, and changing the road surface in the shared space area.

