



## AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 1<sup>ST</sup> NOVEMBER 2021 IN THE GUILDHALL

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

You are hereby **SUMMONED** to attend a Meeting of the Council, on **Monday 1<sup>st</sup> November 2021** at **7.00pm** for a maximum of 120 minutes the purpose of transacting the following business:

### 1. WELCOME TO ALL ATTENDING AND OBSERVING

The Chair will read out the following statement:

Welcome to everyone attending and observing the meeting.

A reminder that open proceedings of this meeting will be video recorded. If members of the public make presentations, they will be deemed to have consented to being recorded. By entering the Council Chamber attendees are also consenting to being recorded.

This meeting is limited to 120 minutes 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. WELCOME TO NEW COUNCILLORS

- Cllr Oliver – Totnes Bridgetown
- Cllr Stopp – Totnes Bridgetown

### 3. 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.

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*The Committee will adjourn for the following items:*

Reports from County and District Councillors.

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

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*The Council will convene to consider the following items:*

### 4. CONFIRMATION OF MINUTES

To approve and sign the minutes of the following Meeting:

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

- a. Full Council 4<sup>th</sup> October 2021 – document attached.

To note the following minutes:

- b. Council Matters 11<sup>th</sup> October 2021 – document attached.
- c. Planning Committee 18<sup>th</sup> October 2021 – document attached.

## 5. CONSIDERATION OF ANY MATTERS ARISING REQUIRING A DECISION

To consider any matters arising from the Minutes and to approve any recommendations from Committees (document enclosed):

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

- a. Full Council 4<sup>th</sup> October 2021.
- b. Council Matters 11<sup>th</sup> October 2021.
- c. Planning Committee 18<sup>th</sup> October 2021.

## 6. MEMBERSHIP OF COMMITTEES AND WORKING GROUPS

To ratifying which committees and groups the new Councillors will sit on [Cllr Oliver – Town Matters Committee, Cllr Stopp – Council Matters Committee]. Verbal Update.

## 7. RELOCATION OF THE CORONATION MEMORIAL STONE

To consider a request from Totnes Gardens to relocate the Coronation memorial stone from Station Road (near the roundabout) to Coronation Road opposite Totnes Hospital in time for the Platinum Jubilee in June 2022. Documents attached.

## 8. FUTURE FORUM

To note the minutes from the Future Forum. Document attached.

## 9. WAYFINDING PROJECT.

To note the live survey arrangements for the Wayfinding project. Verbal update.

## 10. TOTNES TOWN WARD ELECTION

To note the date of the Totnes Town Ward elections on Thursday 4<sup>th</sup> November for two councillor vacancies. Verbal update.

## 11. COUNCILLOR TRAINING

To note that a training session for all Councillors will be held on 27<sup>th</sup> November 2021 at 10am-12.30pm in the Guildhall to be delivered by DALC based on their 'Being a Good Councillor' course. Verbal Update.

## 12. LIST OF MEETING DATES

To note a list of upcoming meeting dates, Remembrance Sunday and Councillor training dates. Document attached.

## 13. NEXT MEETING

To note the next meeting date of Monday 6<sup>th</sup> December 2021, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

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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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## 14. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

To consider any recommendations or matters arising that are considered confidential in nature. No documents.

## 15. STAFF APPOINTMENT

To ratify the appointment to the Administrator and Green Travel Co-ordinator vacancies. Verbal update.

## 16. ELMHIRST PROJECT

To consider an update on the Elmhirst project (commercially sensitive):

- a. To note the confidential update. Document attached.
- b. Update on the budget. Tabled at meeting.
- c. To consider the need for an Extraordinary Full Council meeting. Verbal update.

### Agenda produced by:

Catherine Marlton  
Town Clerk  
27th October 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.



**County & District Councillor's Monthly Report Cllr. Jacqi Hodgson - Date of Report: 1<sup>st</sup> November 2021**

**Devon County Councillor for Totnes & Dartington**

(incl. Harberton, Harbertonford, Staverton, Landscope & part of Berry Pomeroy)

**Devon County Council: key issues**

COVID-19 levels in Devon and South Hams remain high. DCC continue to urge everyone to continue to help keep everyone safe, wear masks in enclosed public venues, ventilate well wherever possible and take the vaccinations if you are eligible and it is appropriate for you. Team Devon continue to meet regularly. Regularly updated information and advice is at this website link: <https://www.devon.gov.uk/coronavirus-advice-in-devon/>

**Devon County Council – Full Council Thursday 7<sup>th</sup> October. Items raised:**

**Divestment of investment in Fossil Fuels;** I tabled a motion seeking further action on divestment of the Devon Pension Board Funds. (I provided the full text of the motion and pre-amble in my October report). This motion was referred to the Devon Pension Board for their consideration

At this meeting the following motions I had tabled at July Full Council were returned with the Cabinet Meeting recommendations indicated which regrettably became the agreed decision. It is my view that these watered down motions are meaningless and simply state the status quo. I am deeply disappointed that no new and urgent actions will now be taken on speed limits, road safety, air quality or biodiversity. I also question whether it is legal to do nothing.

**My original Motion: Limits to Vehicle Speed and Size on Minor Rural Roads:** *This Council will investigate and seek policy based solutions that can be implemented, to address and mitigate the growing problem of large agricultural vehicles and HGVs that frequent minor rural roads that are unsuitable for their use, that will:*

- *Limit the size of vehicles to improve safety for other road users and reduce damage to Devon Banks, old walls, hedges, wildlife habitats and roadside drains*
- *Limit the speed of all motorised vehicles to be consistent with safe levels regarding visibility (i.e. blind bends and turns in the road) and the associated risk of collision with other road users.*
- *Recognise of the rights of other rural road users, including residents, pedestrians, cyclists, persons with disabilities and wildlife; all of whom need safe access and use of rural roads with safety and tranquillity.*
- *Exercise DCC's legal duty to protect formally protected wildlife species and habitats and designated built heritage. Seek to implement the 'Quiet Lanes scheme in and around rural settlements by inviting parish council's to propose roads that might be eligible for this designation (under the Quiet Lanes and Homes Zones (England) Regulations 2006.*

**Decision: agreed by Full Council:**

- (a) continue to make site specific assessments on the need for any restriction based on size or class of vehicle;
- (b) that the setting of speed limits continues to be aligned with existing County Policy; and
- (c) agree Quiet Lanes schemes be considered on a case by case basis, but only where there is community support for a scheme

**My original Motion: 20 mph Speed Limits:** *In response to the growing demand for safer vehicle speeds in town and village centres and along residential roads, this Council will now consider further applications for 20mph pilot schemes that can be implemented in parallel with the Newton Abbott pilot scheme to ensure a more timely response to supporting Active Travel measures that need reduced vehicular speeds to be implemented and effective.*

**Decision: agreed by Full Council:**

- (a) continue with the Newton Abbot pilot as per the Cabinet resolution; and
- (b) that no other schemes be introduced in parallel; and
- (c) that Elected Members are invited to make representations for communities that they would wish to see considered for 20 mph speed limits pending any change in County Policy.

**My original Motion Public Health Improvements and Active Travel Measures:** *In light of changes to commuter and public travel and in recognition of this Council's commitment to post-COVID recovery measures as outlined in the recently published Public Health Annual Report for Devon, this Council will consider diverting financial resources away from new road schemes and instead re-invest these monies in an improved network of non-vehicular routes to enable*

Active Travel measures to be implemented more widely across Devon and provide these safe routes for residents in and around every town in the County (and ultimately every parish to be so linked to its closest towns and facilities). Such investment would then support the recommendations in DCC's own Public Health report, most of which seek improvements to fairness, air quality, access to active travel and access to nature to improve public health by extending the 'Health in All Policies' approach.

**Decision: agreed by Full Council:** that Council, having declared a climate emergency, will reflect National and Local Policy announcements including the Transport Decarbonisation, Gear Change and Bus Back Better Strategies in future refreshes of the Transport Infrastructure Plan and related capital programmes.

**My original Motion: Biodiversity and Habitats:** This Council recognises the urgent need to support, protect and enhance biodiversity and habitats. It therefore agrees to:

1. Consider new ways that could be used through the planning system to ensure and check that wildlife and habitat mitigation measures agreed by planning condition are carried out and effective, and develop appropriate policies,
2. Work with Local Planning Authorities (LPA's) within Devon to ensure that measuring and monitoring of wildlife and biodiversity is carried out at a range of key (indicator) locations over the life of their Local Development Plans,
3. Develop a policy that would seek implementation of urgent remedial actions that may be advised by recognised experts regarding habitat degradation
4. Assess the potential cumulative impacts on wildlife and habitats as and when planning applications for major developments are proposed within 500m of wildlife corridors, known habitats of protected species, planning consultation zones, green field sites, together with the impact of other nearby residential or commercial development applications, sites or built up areas within 500 meters. This information to be part of the application papers prior to validation for the planning process.
5. Strengthen and implement fully, habitats screening prior to validation of planning applications,
6. Ensure that any littering in public spaces, in particular that left by waste collection services is cleaned up immediately and thereby prevent this wildlife hazard from spreading. This could be enforced by employing more Enforcement officers.
7. Consider options for 'on the spot' fines against developers who damage or harm significant wildlife habitats including Devon Banks, mature native trees and other habitats known to be used by protected wildlife species.
8. Ban the use of pesticides and herbicides including glyphosate (commercially known as Roundup) on Council owned land.
9. Consider virtual supports that can be provided to enable parish councils, local organisations and residents to propose highway verges and other publicly owned green spaces for Life on the Verge sites; i.e. sites that could benefit wildlife and biodiversity by being left to an out of season cutting regime. This could be provided via an extension of the on-line mapping pages to include a new 'Life on the Verge' page on the Report it (Highways) on-line services.

**Decision: agreed by Full Council**

- (a) endorse the urgent need to support, protect and enhance biodiversity and habitats in recognition of the climate emergency and the associated ecological crisis; and
- (b) continue to work with others in exploring practical approaches to achieving improved outcomes for wildlife linked to planning, development, and land use change across Devon.

Questions were also raised by various members at this DCC Full Council meeting including the following items which received a Cabinet Member's report:

**Care Worker recruitment campaign? Response:** DCC have longstanding Proud to Care campaigns that support providers with recruitment. The latest Proud to Care recruitment campaign will run from late September 2021 until January 2022 to attract a wide variety of people to entry level roles in care. Jobseekers may also access free training via the European Social Fund (ESF) Health and Social Care Skills Accelerator Programme. This free training supports candidates back to work up to Level 3 qualifications and is available to people wanting to start a career in care, as well as those already working in the sector, aiming to improve both recruitment and retention.

**Adult Social care & Health services? Response:** The recent announcement by the government on the planned reforms to adult social care is the start of process that will lead to new legislation commencing in October 2023, some two years away. The government has given this timeframe to allow local authorities sufficient time to understand, analyse and

prepare for the complex undertaking. At the moment we have more questions than the government has answers for, but we expect this to change with the pending consultation documents that will set out the detail behind the headline announcements and figures. It is at this point that we will have a better understanding of the requirements and the local impact and action required. What we do know is that there will be a financial impact on DCC from the 1.25% NIC tax rise; both as an employer and as a commissioner of adult social care providers.

**Afghan Resettlement Scheme in Devon? Response:** DCC and Devon's district councils are using the existing partnership for Syrian refugee resettlement as the basis for a response to the Afghan Locally Employed relocation scheme. District councils source housing, usually through appeals to the private rented sector. DCC commissions direct support to help families integrate on arrival. Each district council takes its own decision on whether and how to source housing. All district councils highlight an acute and rapidly intensifying shortage of affordable housing across the county.

The Government's priority request to local authorities is to offer housing to the Afghan Locally Employed Staff (ALES) relocation scheme. The scheme is open to Afghans who worked with UK armed forces and organisations. Many of these citizens and their families have been evacuated. The government has not confirmed the exact number who have arrived but it is understood that it is substantially more than the 3,000 originally estimated. Families enter Covid-19 quarantine on arrival and are then moved to "bridging hotels" waiting to be matched to a local authority property offer.

The media coverage of the crisis is prompting a steady stream of offers of accommodation from members of the public. A high proportion of these offers are for shared accommodation (spare rooms). These offers cannot be accepted because the overriding need is for long-term self-contained accommodation. DCC is finalising an integration support contract with a local provider, which will be able to support Afghans arriving under ALES in much of Devon. Learning from our experience, we aim for families to be housed in major towns to reduce the risk of isolation and increase the speed of integration and moves towards employment.

In addition, the Council, alongside key partners, is currently supporting temporary bridging arrangements for 16 Afghan families in an Exmouth hotel as part of Home Office arrangements made direct with a series of hotels across the country. It is important to note the distinction between the often immediate and complex support required for families in bridging hotels, to the needs of families within a wider planned resettlement programme as above. Any potential allocations in Devon will be made from refugees currently in bridging accommodation across the country. There are no assumptions that families currently staying in Exmouth would be re-located for resettlement locally, even if accommodation could be found. Several members of families in Exmouth have links with relatives in other parts of the UK for example and therefore may not choose to stay in the South West.

The families, have received a warm welcome locally, and generally settled well. They have already received health, educational and wider wellbeing assessments.

### **Local Highways Matters:**

#### **South Hams Highways & Traffic Orders Committee (HATOC) meeting 15.10.21**

The crossing of the Western by-pass at Plymouth Road was brought to the committee further to a site meeting that took place on 25<sup>th</sup> June 2021 at 8.30am.

**Site meeting report (by officers):** Further to the last meeting the site visit was held on Monday 12 July 2021 (8.30am – 9.30am), to observe the junction and consider what option(s) may be felt necessary including an additional crossing point on the northern side of the junction. The site visit outcome (although no formal vote was taken) was that Members were in general agreement that an additional crossing point was not required, although the local County Councillor was not in agreement with this. Members felt that cutting back of vegetation and a scheme to permanently remove the vegetation on the north west corner of the junction, to be replaced with hard material would improve pedestrian visibility.

As the Local Member I objected to the site meeting being referred to as a decision and that that no schedule of options had been produced, to include the feasibility and costings of a staggered junction option on the north side as agreed at the last meeting. I did not consider the school day observed to fully representative of the junction's normal usage (as it was the morning after the World Cup Football finals and many schools had agreed a late start for pupils), and there were just a handful ~ 6 small groups of adults and children crossing on the dangerous side from the footpath. I said that I still considered a crossing point with pedestrian lights to support was required, advising there was still support for this

including from the Town Council and community. A safer crossing would encourage less school car journeys and ease congestion. I also pointed out that this was one of the actions from the Air Quality Management Action from the Plan and had been supported by a senior Environmental Health Officer at SHDC.

Despite this, regrettably, other Members of the committee advised that from their site visit observations of the junction, user behaviour was sensible and there were no particular apparent problems. In view of this they could not support further actions in addition to those now proposed in the Report recommendation.

**Decision:** It was agreed to alter the verge on the north west corner of the junction, so that pedestrians waiting to cross west to east on the north side of the junction have better visibility of vehicles coming out of Plymouth Road be supported (noting the indicative costs to be funded from developer contributions).  
(The next South Hams HATOC meeting is scheduled for Friday 18<sup>th</sup> February 2022)

**Staverton:** Further to the lack of response from Highways officer to the issues I have raised over the past number of years that these affect rural roads, the Parish Council commissioned a survey of residents views on these matters and hosted a public meeting on October 13<sup>th</sup> to discuss. The report of the survey and the public meeting has been sent to the Neighbourhood Highways team at DCC with a request for a site meeting, which is expected to take place shortly.

**Electric Vehicle Charging points:** Together with Devon & Torbay Residential Chargepoint Scheme (a partnership led by DCC), SHDC has agreed to install electric car charging points in the following council owned car parks:

- Steamer Quay Totnes
- North Street Car Park, Totnes
- Duncombe Park car park, Kingsbridge
- Lower Union Road Car Park, Kingsbridge

**South Hams Locality (County) Committee, 15.10.21. An introduction to Totnes Rural Area Youth Engagement (TRAYE) project** was provided by project manager Kerry McCabe. Her presentation was welcomed and outlined the 5 squared project (mental health "5 a day") and how during the 2020 and the pandemic, TRAYE had reached 450+ young people and was committed to continue to support young people throughout the pandemic and associated lockdowns, reconfiguring its activities on a range of experiences/topics (including outreach, detached, virtual youth clubs and lockdown packs) when necessary and responding to changing needs. TRAYE worked alongside other organisations to assist in ensuring food parcels and computer laptops went to young people most in need over this period. TRAYE works with schools on an ongoing basis to bring its services to the attention of young people. The project's website includes videos and information about the project which currently provides services in Dartington, Staverton, Marldon, Harbertonford, Rattery, Buckfastleigh and Totnes: [www.traye.org](http://www.traye.org)

#### **Other Local Issues;**

**Totnes TC Climate & Ecological Emergency Action Planning working group** is hosting good discussions & actions. The next meeting will take place on (the third Tuesday of each month) **Tuesday November 16<sup>th</sup> at 6pm**. All are welcome to attend. This will be a virtual Zoom meeting as follows:

<https://us02web.zoom.us/j/81632190242?pwd=ZFZlNnZKbXJ3Wm5DdXhnczBUZkpqdz09>

Meeting ID: 816 3219 0242      Passcode: 299511

**COPnes 26** – is a local response to the **United Nations annual Climate Emergency Summit COP26** that is taking place in Glasgow from 1<sup>st</sup> to 12<sup>th</sup> November 2021 and hosted by the UK Government. A number of groups have made contact at the recent Totnes C&EE meeting to propose events they are organising to coincide with COP26, and so COPnes 26 is being organised as a collaborative plans of events and actions to help raise awareness, understanding and engagement with COP26 and invite local people to transition to a lower carbon lifestyle and be more eco-friendly. Facebook and other social media as well as posters and banners etc are being used to publicise the programme of local events. All are welcome to get involved by join these events and discussions. The calendar of events 31<sup>st</sup> October – 14<sup>th</sup> November is being updated daily as new events are announced and many local groups and organisations get involved. At these website links:

[www.stmarysandsjohnstotnes.org/copnes-26](http://www.stmarysandsjohnstotnes.org/copnes-26)

[www.localclimateemergencyresponse.co.uk/copnes](http://www.localclimateemergencyresponse.co.uk/copnes)



**Totnes & District: Traffic & Transport Forum** The next meeting will be the postponed **EGM** (Extraordinary General Meeting) which takes place on **Wednesday 24<sup>th</sup> November at 6.30pm**. Agenda and Link will be published on Totnes TC website at this link: [http://www.totnestowncouncil.gov.uk/Traffic and Transport 614.aspx](http://www.totnestowncouncil.gov.uk/Traffic%20and%20Transport%20614.aspx)

**Beaver Trust consultation: Defra is conducting the consultation on the approach to beaver reintroduction and management in England and have published a consultation document which gives background information, and a questionnaire. The closing date is 17 November.**

### **Extra Report from DCC Full Council included for information:**

**DCC commissioned services – report provided to DCC Full Council on 7<sup>th</sup> October 2021 by Cllr James McInnes, Cabinet Member for Adult Social Care and Health Services**

**Public Health Nursing:** Health visitors are specialist community public health nurses (SCPHN). They specialise in working with all families with a child aged 0 to five to identify health needs as early as possible and improve health and wellbeing by promoting health, preventing ill health and reducing inequalities. They are in a unique position whereby they assess all families with local communities to identify health needs from the antenatal period. The health visiting service has a neurodevelopmental pathway that ensures that all babies who are born with complex health needs are supported and referred into specialist services in a timely way.

Support and referral includes: -

- Referral into the NHS 0-19 services provided by Children & Families Health Devon
- (CFHD) Audiology, Ophthalmology & Rehabilitation Officer for Visually Impaired
- Children (ROVIC).
- PHN to signpost families to Devon Information & Support Service (DIAS) <https://www.devonias.org.uk/>
- PHN complete an Early Help Assessment (EHA) and in conjunction with the family, develop a family plan and Team around the family to provide help and support from a range of services.
- PHN request for Specialist Child Assessment Team (SCAT) & Early Years Complex Needs Team (EYCN) assessment group.
- Children Centres support families in managing their children's condition prior to formal diagnosis of SEND or disabilities.
- The Early Years and Complex Needs Team (EYCN) provide support for families and children at transition into an Early Years setting.

**SEND local offer:** The SEND local offer gives children and young people with special educational needs and disabilities (SEND) and their families information to help them find the right help and support in their area. It has two main purposes:

1. To provide clear, comprehensive, and accessible information about the support and opportunities that are available.
2. To make provision more responsive to local needs.

The Local Offer brings together information about education, health and care services, voluntary agencies, leisure activities and support groups in one place. It includes:

- Education – support in early years, schools and college, including transport.
- Health – specialist clinics, support and advice for children and young people with medical needs.
- Social care – support for personal care and practical assistance, short breaks and personal budgets.
- Transitions – moving between phases of education and preparing for adulthood.
- Education, Health and Care Plans (EHCPs) – the statutory EHCP process explained, including applying for a plan, transfers and reviews.
- Information, advice and support – where to get impartial and confidential information, advice and support.

**Disabled Children's Services:** On receipt of a contact about a baby with additional needs, the service will review the request and consider with the family whether short breaks assessment, or a statutory single assessment to meet need is appropriate. The family are also supported with further signposting to other organisations and charities.

Following an assessment, it would be determined whether the threshold for further support applied and there would then be discussion regarding the potential offer of support. This is in accordance with the needs identified, but for many families in Devon may include access to short break support (activities, enabling or direct payments), or a more focused intervention with the family.

**Devon Early Years Complex Needs Service (Previously Portage):** Devon Early Years Complex Needs Service is a year-round education service for children aged 0-5 and their families with the most severe and complex developmental needs. The service supports children to achieve success using a small-steps, play-based, child-centred approach.

The service works in the home and in community settings with parents and partner agencies to promote inclusive practice and to build confidence and resilience.

The service is registered with the National Portage Association (NPA) which is identified in the Special Educational Needs and Disability (SEND) Code of Practice as an early intervention service for children with significant and complex needs aged 0-5 and their families.

What does the service do?

- Works with families to help them develop a quality of life and experience, for themselves and their young children, in which they can learn together, play together, participate and be included in their community in their own right.
- Plays a part in minimising the disabling barriers that confront young children and their families.
- Supports the development of inclusive services for children.

**Children Centres:** Devon Children Centres deliver a number of 'Step by Step' groups across Devon which are support groups for parents/carers and children who have additional needs that require extra help and support to their pathway of development progression. Predominantly the support is for the 0-5 age group but there are occasionally children of school-age that also attend. This group provides parents/carers with the opportunity to develop peer support networks with others in a similar situation to themselves. It also enables them to receive support through shared strategies, sign posting and emotional comfort and a reduction in the feeling of isolation.

Other services:

The Incredible Years programme specifically for children on the autistic spectrum or with language delay. This programme is offered to parents/carers of young children aged 2-5 years who have a significant indicator of being on the Autism spectrum with language delays in order to promote children's emotional regulation, social competence, language skills, school readiness, and relationships with others.

- Video Interactive Guidance (VIG) to parents/carers in relation to enabling them to develop an understanding of communication and provides a process for building communications and interaction skills using a strength-based approach.
- Childrens Centres in Devon are an integral part of Early Help providing support to families that require additional support and Children Centres attend daily Early Help triage meetings.

**Specialist Children's Community Nursing Service, Children and Family Health Devon (CFHD):** The Community Children's Nursing Service supports children with a wide range of complex health conditions who require expert and specific nursing advice and support. They facilitate the promotion of health needs and the delivery of medical care and treatments for children with complex health needs. Referrals into the service come from hospital, GP, or direct from families. By working with children and young people within their usual environment, they are able to reduce the number of hospital stays/visits. This helps towards ensuring that the child or young person has access to the same care opportunities as those without additional needs.

**Support Organisations and Charities:** There are a number of local and national support organisations and charities that are available to support families, carers, children and young people - the organisations listed below is not exhaustive but contains the sites which are commonly signposted to by services across Devon.

NHS 0-19 services provided by **Children and Family Health Devon** - information about the services provided, includes a wide range of helpful toolkits, factsheets, guides and videos including the Good Referral Guide. <https://childrenandfamilyhealthdevon.nhs.uk/>

Pinpoint Devon is a searchable online directory of community services available in Devon. This online directory is a resource for your requirements, services and community groups including, Young people, Parents and Families and Carers across Devon.

Website: <https://www.pinpointdevon.co.uk/>.

- **Quids for Kids (Q4K)** – This service is funded by Devon County Council and delivered by the Citizens Advice Bureau. You can call for a free entitlement check and confidential advice Tel: 0300 5000 404, Website: <https://www.cabdevon.org.uk/quids-for-kids/>
- **Devon Information & Support Service Devon Information, Advice and Support Service (DIAS)** - a dedicated team supporting children and young people with SEND, and their parents and carers. The service is impartial and confidential. offering legally-based and easily accessible information and advice about special educational needs and disabilities (SEND). A free, confidential and impartial service which is funded by Devon County Council Tel: 01392 383080 <https://www.devonias.org.uk/>

- **SW Hospice: Little Bridge House** <https://www.chsw.org.uk/our-care/our-hospices/little-bridge-house>
- **Parent Carer Forum Devon** - Parent Carer Forum Devon is an organised group of parents and carers of Children and Young People with Special Educational Needs and Disabilities (SEND) within Devon local authority. Their aim is to make sure that the services provided from education, health and care meet the needs of children with SEND and their families. Email: Admin@parentcarerforumdevon.org Tel: 07307237720. Website: <https://parentcarerforumdevon.org>
- **Turn2Us** has grant search and benefits checker facilities on their website: <https://www.turn2us.org.uk/>
- **Family Fund** accept grant requests for essential items for families with disabled or seriously ill children. Once a grant has been awarded families can reapply every 12 months: <https://www.familyfund.org.uk/faqs/how-do-we-apply>
- Contact for Families with Disabled Children have a wide range of information and resources on their website, they also have a free parent helpline, Tel: 0808 808 3555, Website: <https://contact.org.uk/>
- **My Family Our Needs** This website offers a wide range of information including supporting yourself and your family. Aimed at parents and carers of children with additional needs, there are sections such as: Ask the experts, events, latest updates and a directory of local and national organisations on hand to offer help. They also provide a monthly newsletter that you can sign up for. To find out more go to: <https://www.myfamilyourneeds.co.uk>
- **SCOPE** The disability equality charity in England and Wales. We provide practical information and emotional support when it's most needed, and campaign relentlessly to create a fairer society. <https://www.scope.org.uk/>
- **Down Syndrome Association** <https://www.downs-syndrome.org.uk/>
- **Cerebra** The charity dedicated to helping families with children with brain conditions. Working wonders for children with brain conditions and their families <https://cerebra.org.uk/>
- **Contact** We are Contact, the charity for families with disabled children. We support and bring families together and help them take action for others. <https://contact.org.uk/>
- **Unique** Provides support, information and networking to families affected by rare chromosomal and gene disorders. <https://rarechromo.org/>



**John Birch**  
**SHDC Member for Totnes**  
Report to the Totnes Town Council  
meeting to be held on Monday 1 November 2021

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I report on the following matters.

**Waste collection – the latest**

At a recent SHDC Executive meeting the administration voted to continue the suspension of the brown bin collection until Spring 2022.

Many residents are more than disappointed with this continued suspension. In my view this is not only disappointing but also unacceptable. FCC, the council's waste collection contractor, has a contractual obligation to collect garden waste and yet is unable to do so. As FCC is unable to fulfil its obligation then, in my opinion, SHDC should seek to make alternative arrangements and deduct any additional costs from FCC's account.

However it seems the council's administration is not prepared to take immediate steps to bring about a change so as to restore a waste collection service that residents expect and deserve. This is wrong in my opinion as residents through their council tax are paying for a full waste collection service and yet this is not being delivered.

At a recent council meeting FCC was called to explain its lack of performance. On being questioned it was unable to provide a date when it would be in a position to provide a full waste collection service. Earlier this year it stated a full service would be achieved by the end of the year. FCC is no longer prepared to stick to that date.

This, in my opinion, is just not acceptable and it is time immediate action was taken by SHDC to bring about a fully operational waste collection service. FCC has failed to deliver a proper service for over 6 months. This position should not continue.

The first step the council should take is make alternative arrangement for the collection of garden waste. This could be moved in-house and SHDC could work with town and parish councils in establishing an effective and efficient garden waste collection service in their area including local composting schemes. Such an alternative service should not result in any additional costs for residents as they are already paying for their brown bins to be collected through their council tax.

## **Baltic Wharf Boatyard – The Future**

The town needs to ensure that the Baltic Wharf boatyard, which provides local employment, does not become a victim of possible development plans about to be put forward by a company called Acorn.

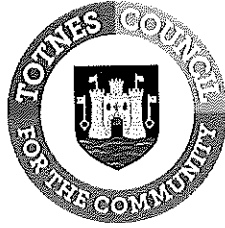
The local planning policy document covering Baltic Wharf provides for the retention of the boatyard and associated facilities along with 3,300 square metres of space to be used for marine industry and other employment.

I fear that Acorn may seek to reduce the presence of the boatyard and not deliver the employment requirements set out in the local plan. There is a possibility Acorn may propose replacing it with riverside housing.

If this happens such a move should be resisted. It is important the local planning policy, safeguarding the future of the boatyard and its employment prospects, is maintained and defended.

I will report back on any proposals being put forward by Acorn

Cllr John Birch  
SHDC Member for Totnes  
22 October 2021



Item 4A + 5A

## DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL

### MONDAY 4<sup>TH</sup> OCTOBER 2021 IN THE GUILDHALL

Present: Councillors B Piper (Chair), M Adams, G Allen, S Collinson, R Hendriksen, J Hodgson, D Matthews, P Paine, E Price, S Skinner and L Webberley.

Apologies: Cllr Trow, District Cllrs Rose and Sweett.

In Attendance: District Councillors Birch, members of the press and public, C Marlton (Town Clerk) and P Bethel (Town Sergeant).

#### 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 apologies were received and accepted.

*The Committee will adjourn for the following items:*

#### Reports from County and District Councillors.

- a. County Cllr Hodgson
- b. District Cllr Birch
- c. District Cllr Rose
- d. District Cllr Sweett

*It was RESOLVED to suspend standing orders.*

- a. County Cllr (C Cllr) Hodgson was asked questions about her report.
- b. District Cllr (D Cllr) Birch was asked questions about his report.
- c. Cllr Rose was not present and no report was submitted.
- d. Cllr Sweett was not present and no report was submitted.

*The Council reconvened.*

### 3. CONFIRMATION OF MINUTES

To approve and sign the minutes of the following Meeting:

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

- a. Full Council 6<sup>th</sup> September 2021.

The following minutes were considered:

- a. Full Council 6<sup>th</sup> September 2021. It was **RESOLVED** unanimously to approve and sign the Minutes.

To note the following minutes:

- b. Council Matters 13th September 2021.  
Noted.
- c. Planning Committee 20th September 2021.  
Noted.
- d. Town Matters Committee 27th September 2021.  
Noted.

### 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 19<sup>th</sup> July 2021.  
No matters arising.
- b. Council Matters 13th September 2021.  
No matters arising.
- c. Planning Committee 20th September 2021.  
No matters arising.

- d. Town Matters Committee 27th September 2021.

Item 3 Closed Circuit Television (CCTV). It was **RESOLVED** unanimously that Council: supports the installation of CCTV at anti-social behaviour trouble spots in the town through grant funding when the opportunity arises; requests an urgent meeting with the Police and Crime Commissioner and local MP with regards to this matter; lobby's local businesses to install CCTV on their premises; and reviews this project in a year's time.

Item 4 Minor Injuries Unit. It was **RESOLVED** unanimously that Council writes to the NHS commissioning group and the local MP requesting that the Minor Injuries Unit is re-opened as a matter of priority. Cllr Matthews will provide the draft letter.

Item 5 Gambling Policy Consultation. It was **RESOLVED** unanimously that Council responds to the consultation that it is supportive of the revised policy.

Item 6 Virtual Twinning. It was **RESOLVED** by a majority that Totnes Town Council supports a virtual twinning between Totnes and Salfit and that Councillors participate in a Zoom meeting each year. Councillors wished to note the positive benefits of a cultural exchange of this nature but it was agreed that this would not constitute a formal arrangement with resource implications.

A recorded vote was requested: for – Cllrs Allen, Collinson, Hodgson, Hendriksen, Matthews, Price, Skinner, Webberley; against – Cllrs Adams and Paine; abstain – Cllr Piper.



Item 7 Seagull Problems. It was **RESOLVED** unanimously that Council: invites the Royal Society for the Protection of Birds (RSPB) to speak at an open meeting on the subject; and requests that South Hams District Council provide wheelie bins on markets days for the secure placement of rubbish arising from food vendors.

Item 9 Climate Emergency Working Group. It was **RESOLVED** unanimously that Council writes to South West Water requesting where and when sewage has been discharged into the River Dart.

## **5. NEIGHBOURHOOD PLAN**

**Councillors to consider:**

a. Does TTC agree to put a pause on the NP process in order to consult on a new policy which will cover ATMOS/Community Right to Build. Document attached.

a. It was **RESOLVED** by a majority to pause the neighbourhood plan process to consult on a new policy focussing on the former Dairy Crest site.

Cllr Skinner left the meeting.

b. If yes to the first question, do Cllrs want to accept the wording attached from ATMOS for Totnes for consultation prior to submission to South Hams District Council and the examiner to replace the previously agreed wording from ex Cllr Luker. (Document attached).

It was **RESOLVED** by a majority to accept the proposed policy wording provided by ATMOS for Totnes as amended by Cllr Hodgson for the public consultation on this new policy.

Cllrs Adams and Webberley left the meeting.

## **6. EXTERNAL AUDITOR REPORT**

**To note the external auditor report on the Annual Governance & Accountability Return.**

Full Council unanimously noted the external auditor report.

## **7. REMEMBRANCE SUNDAY**

**To note the arrangements for Remembrance Sunday, 14th November 2021.**

Full Council noted that arrangements will be lower key with no parade or road closure this year, a request for two wreath layers per organisation, no allocated seating for former mayors in St Mary's and that all arrangements are subject to the Government advice on COVID at the time of the event. All Councillors are encouraged to attend.

## **8. DEVON ASSOCIATION OF LOCAL COUNCILS (DALC) ANNUAL GENERAL MEETING**

**To note that under delegated authority the Clerk will exercise the Totnes Town Council vote at the DALC Annual General Meeting on 6th October 2021.**

Noted.

## **9. LIST OF MEETING DATES**

**To note a list of upcoming meeting dates.**

Noted.

## **10. NEXT MEETING**

**To note the next meeting date of Monday 1<sup>st</sup> November 2021, 6.30pm public session, 7.00pm formal meeting in the Guildhall.**

Noted.

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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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#### **11. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)**

To consider any recommendations or matters arising that are considered confidential in nature.  
No matters arising.

#### **12. ARTS AND MAYORAL BUDGET COMMERCIAL MATTERS**

To note the updated Arts budget allocation and to consider the allocation of funds from the Mayoral budget for a New Year's Eve event (commercial sensitivity).

It was unanimously **RESOLVED** that a contribution of £2500 is made towards the facilitation of this event by NDP Circus (company limited by guarantee), subject to:

- a) The submission of a full budget proposal outlining all the expected income and expenditure.
- b) The Mayor nominates a charity(ies) for any profit from said event.
- c) The usual invites for Mayoral and Civic events are formally invited.
- d) The normal free tickets for limited dignitaries will be honoured by the organisers.
- e) A few free tickets will be raffled off or granted to members of the community in recognition of their service/hard work to Totnes.
- f) The contribution will be paid 50% before the event and 50% on completion of the event and submission of the final accounts.

Councillors **AGREED** that payments to NDP Circus for community arts and this Mayoral/Civic Event do constitute a specialist service as outlined in the Financial Regulations.

#### **13. ELMHIRST PROJECT**

To receive any urgent updates from the Town Clerk as required

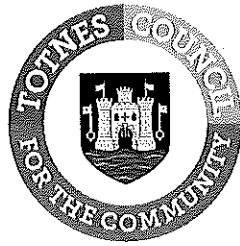
The Clerk updated verbally and referred to a breakdown of costs spent and projected. The current year budget projection was considered with the significant underspend in staffing in particular and an anticipated delay of some capital projects. It was unanimously **RESOLVED** to agree a new cap of £38,000 for the feasibility work and a continuation of the Clerk's delegated authority to authorise expenditure.

#### **14. CONFIDENTIALITY IN MEETINGS**

To consider an update from the Town Clerk on advice received from Devon Association of Local Councils.

This was noted. The Clerk and Mayor reiterated the importance of information being kept confidential and that a breach could be very serious, resulting in legal challenges to the Council and a code of conduct complaint against individual Councillors.

Cllr Ben Piper  
Mayor



## DRAFT MINUTES OF THE MEETING OF COUNCIL MATTERS MONDAY 11<sup>TH</sup> OCTOBER 2021 AT 6.30PM IN THE GUILDHALL

**Present:** Councillors E Price (Chair), J Hodgson and B Piper.

**Apologies:** Cllr M Adams and P Paine.

**Not Present:** Cllr V Trow.

**In Attendance:** C Marlton (Town Clerk) & C Bewley (Finance, HR and Lettings Manager).

### 1. APOLOGIES FOR ABSENCE

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

Cllr Price read out a statement about how the meeting would be conducted and recorded.

The apologies were accepted.

*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 in attendance.

*The Committee reconvened.*

### 2. CONFIRMATION OF MINUTES

To approve the minutes of 13th September 2021 and update on any matters arising.

The minutes were approved as an accurate record of proceedings.

### 3. BUDGET MONITOR

To consider the Budget Monitor.

The Clerk highlighted changes to the budget forecast for election costs, underspend on staffing costs due to recruitment, and delays to capital expenditure. It was **AGREED** to accept the budget monitor.

### 4. HUMAN RESOURCES POLICIES

To review the following human resources policies:

#### a. Discipline Policy and Procedures.

The policy was reviewed and **AGREED**.

#### b. Grievance.

The policy was reviewed and **AGREED**.

**c. Maternity, Paternity and Adoption Leave and Pay.**

The policy was reviewed and **AGREED**.

**d. Whistleblowing.**

The policy was reviewed and **AGREED**.

**e. Recruitment, Retention and Selection.**

The policy was reviewed and **AGREED**.

**f. Bullying and Harassment.**

The policy was reviewed and **AGREED**.

**5. ARTS WORKING GROUP**

**To note the minutes of the Arts Working Group.**

Noted. The budget has been agreed through Full Council. It was **AGREED** that arrangements for ticket sales for the New Year's Eve event needs to be clarified to determine if VAT needs to be applied.

**6. SECURITY UPGRADE**

**To note security upgrades of the Guildhall.**

Noted. Alarming will be added to the window in the Guildhall following the recent vandalism as the previous system didn't trigger the alarm when damaged. It was **AGREED** that extending CCTV outside of the Guildhall should be incorporated as part of a wider town review.

**7. PUBLIC TOILETS**

**To note any update from South Hams District Council (SHDC).**

Noted. The Council has budgeted to pay SHDC to keep the toilets free in 2021/22. The last payment was made in February 2021 (financial year 2020/21) and the Clerk has requested an update from SHDC about arrangement for the current financial year and for 2022/23.

**8. S137 BALANCE & ALLOCATIONS**

**To note the current financial year allocations.**

Noted.

**9. DATE OF NEXT MEETING**

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

Noted.

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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)

**10. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)**

To consider the bank statements and reconciliations.

These were reviewed and **AGREED** unanimously.

**11. STAFFING RESTRUCTURE**

To consider adding capacity to the maintenance team.

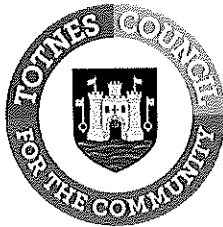
The confidential report from the Clerk outlined the annual budget implications and reasoning for the restructure was considered and discussed. It was unanimously **AGREED** to restructure the staff team to cover the increasing maintenance and caretaking requirements and advertise for an Assistant Town Maintenance and Caretaking Officer.

**12. STAFFING UPDATE (Standing Item)**

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

None.





**DRAFT MINUTES FOR THE PLANNING COMMITTEE  
MONDAY 18<sup>TH</sup> OCTOBER 2021 IN THE GUILDHALL**

Present: Councillors G Allen (Chair), S Collinson, R Hendriksen, J Hodgson, P Paine and V Trow.  
Apologies: None.  
In Attendance: S Halliday (Governance and Projects Manager).

**1. WELCOME AND APOLOGIES FOR ABSENCE**

**To receive apologies and to confirm that any absence has the approval of the Council.**  
Cllr Allen read out a statement about how the meeting would be conducted and recorded.

There were no apologies.

*The Committee will adjourn for the following items:*

**PUBLIC QUESTION TIME**

There were no members of the public present.

*The Committee reconvened.*

**2. CONFIRMATION OF MINUTES**

**To approve the minutes of 20th September 2021 and update on any matters arising.**  
The minutes were approved as an accurate record of proceedings.

**3. TREE WORKS APPLICATIONS**

**To make recommendations on the following tree works applications:**

3a. 3399/21/TPO – T2: Field Maple - Fell due to heavy lean to property on north west corner with high risk of failure. Kennicott House, Totnes, TQ9 5JX.  
Support.

3b. 2533/21/TPO – T1: Acer - Norway Maple - Crown height reduction by 4metres due to decay and reduction of wind resistance on compromised stem. Kennicott House, Totnes, TQ9 5JX.  
Support.

3c. 3390/21/ TCA – T1: Lime - Dead wood removal. Redhills, Jubilee Road, Totnes.

3d. 3407/21/TCA – T1: Eucalyptus Globulus - Fell to ground level due to over dominance in garden. 1 Seymour Villas, Pathfields, Totnes, TQ9 5QR.

Noted. A decision has been made by South Hams District Council on this application.

3e. 3591/21/TPO - T1: Lime - Crown lift to 4metres from ground level, selective crown thin by 15% in order to reduce wind sail effect, weight and allow more light into several gardens. 29 South Street, Totnes, TQ9 5DZ.

Support.

3f. 3511/21/TCA - Multi stemmed Holme Oak - lateral reduction by 3m on the entire North East side due to overhanging hedge and property. 4 Baring Cottages, Weston Lane, Totnes, TQ9 5AP.

Support.

#### 4. PLANNING APPLICATIONS

##### **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.*

4a. 2945/21/HHO & 2947/21/LBC - Householder and listed building consent applications for alterations and extension to existing dwelling. 7 Seymour Place, Totnes, TQ9 5AY.

Support.

4b. 3353/21/FUL & 3354/21/LBC – Listed building consent and application for conversion of beauty salon into private dwelling. 3 New Walk, Totnes, TQ9 5HA.

Support.

4c. 3482/21/FUL - Proposed extension to warehouse for office and / or storage purposes (within Use Classes B2, B8 and E(g)(i)). Dart Mills, Babbage Road, Totnes.

Support in principle, but the Committee would reserve judgement until Devon Highways comments are received as the Committee does have concerns about car access, manoeuvrability in the car park, and car movements opposite the recycling centre.

4d. 3377/21/OPA - Outline application with some matters reserved for new dwelling in garden of existing dwelling (resubmission of 2133/20/OPA). Dorsley Cottages, Harberton, TQ9 6DL. [Note: consulted as a neighbouring parish to the site]

Cllr Hodgson declared a personal interest. Object based on Devon Highways advice and concerns about the lack of suitable pedestrian walkways and access onto a dangerous bend on this road.

4e. 1982/21/HHO - READVERTISEMENT (Revised plans received) Householder application for replacement of porch with new ground floor extension. 5a The Grove, Totnes, TQ9 5ED.

Object due to the visual impact/loss of outlook when viewed from neighbouring properties and the road of the long expanse of wall this extension will create. The size of the extension is unneighbourly and is overmassing of the site.

4f. 3352/21/FUL - Raise roof of unit to accommodate buses. A B Coaches, Wills Road, Totnes, TQ9 5XN.

Support.



4g. 3484/21/VAR - Application for variation of condition 2 (approved drawings) of planning consent 0661/21/FUL. 3 Mill Lane, Totnes, TQ9 5DE.  
Support.

4h. 3294/21/LBC - Listed Building consent for refurbishment to retail outlet. 14 Fore Street, Totnes, TQ9 5DX.  
Support, subject to clarification on any air conditioning to external fans that will be installed and advice from Environmental Health about any noise or vibration issues that may impact on residents.

4i. 3582/21/LBC - Listed Building Consent for external installation of single gas supply pipe concealed by a replica rainwater down-pipe. Seymour Court, Bridgetown, Totnes.  
Support.

#### 5. PLANNING MEMORANDUM OF UNDERSTANDING

**To consider a request from South Hams District Council to sign a Memorandum of Understanding relating to the and make a recommendation to Full Council.**

The Committee discussed the proposed Memorandum of Understanding which formalises may of the processes which both South Hams District Council and Totnes Town Council are already engaged in.

To **RECOMMEND** to Full Council that Totnes Town Council signs the Planning Memorandum of Understanding with South Hams District Council.

#### 6. TRAFFIC AND TRANSPORT FORUM

**To consider the Terms of Reference for the Traffic and Transport Forum with any recommendations to go to Full Council for approval.**

Cllr Hodgson explained that an Extraordinary General Meeting of the Traffic and Transport Forum will be held on 27<sup>th</sup> October and the revised Terms of Reference will be discussed. The revision includes: detail on the frequency of meetings; and all attendees are expected to adhere to the Code of Conduct in their behaviour and actions towards fellow participants.

It was **AGREED** that these proposed changes are welcome and that the Terms of Reference should also be reviewed with the new Green Travel Co-ordinator when they are appointed.

#### 7. SOUTH HAMS DISTRICT COUNCIL MOTORHOME TRIAL

**To note the information and feedback from the first quarter of the South Hams District Council motorhome trial in Longmarsh car park.**

Noted. The Committee commented that this has been a good scheme and has worked well.

#### 8. DATE OF NEXT MEETING

**To note the date of the next meeting of the Planning Committee – Monday 15<sup>th</sup> November 2021 at 6.30pm in the Guildhall.**

Noted.

Sara Halliday  
Governance and Projects Manager



## ITEM 5 – CONSIDERATION OF RECOMMENDATIONS

Council Matters, 11<sup>th</sup> October 2021

No recommendations.

Planning Committee, 18<sup>th</sup> October 2021

### 5. PLANNING MEMORANDUM OF UNDERSTANDING

To consider a request from South Hams District Council to sign a Memorandum of Understanding relating to the and make a recommendation to Full Council.

The Committee discussed the proposed Memorandum of Understanding which formalises many of the processes which both South Hams District Council and Totnes Town Council are already engaged in.

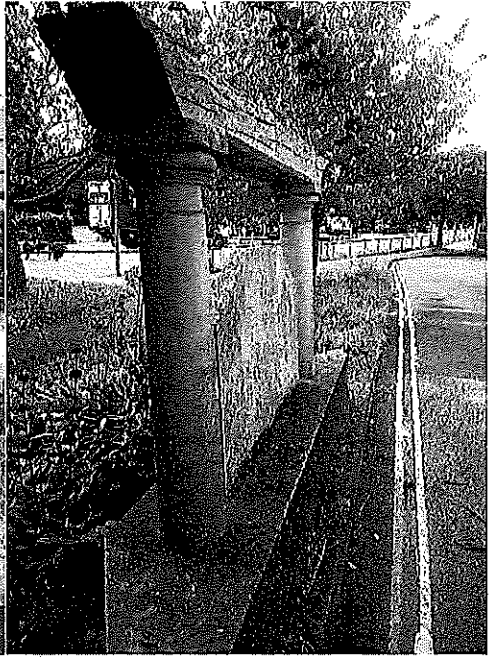
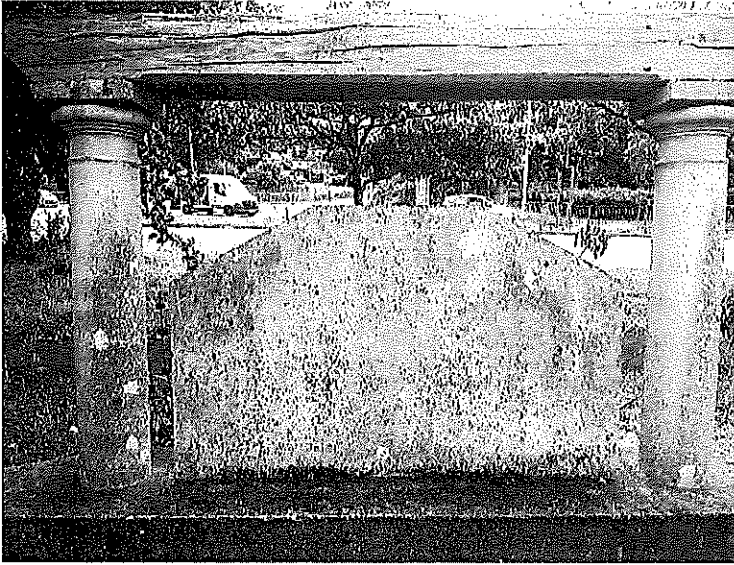
To **RECOMMEND** to Full Council that Totnes Town Council signs the Planning Memorandum of Understanding with South Hams District Council.

## ITEM 7 – RELOCATION OF THE CORONATION MEMORIAL STONE

Totnes Gardens has approached the Town Council to request its permission to relocate the Coronation memorial stone only (not the pillars surrounding it), that was unveiled in June 1953 by the Town Mayor. The stone is currently located on Station Road near the pedestrian crossing off the roundabout and Totnes Gardens proposes to move it to a more visible location opposite Totnes Hospital and the garden which Totnes Gardens looks after. Totnes Gardens would like to have the stone in place in time for HM The Queen's Platinum Jubilee in June 2022, with a similar unveiling by the Mayor as that which took place in 1953 (see attached press cutting for information).

The Town Council is being asked to consider the moving of the stone only. Totnes Gardens will undertake all assessment of feasibility of moving the stone (for example whether it can be safely moved, preparation of the new site, installation of the stone, etc) and have offers of assistance from local companies and tradesmen to undertake the works required. There would be no financial or resource cost to the Town Council.

Previous advice from the Town Maintenance Officer/Town Ranger assessed that from a structural point of view the stone would be unlikely to withstand any move. Any decision to permit the move would need to be on the understanding that there is a risk that the stone could break.



## ITEM 8 – FUTURE FORUM

Notes of the Future Forum meeting held on 12th October 2021.

In attendance:

Clirs: Victoria Trow, Georgina Allen, Ben Piper, Ray Hendriksen, David Matthews, Sarah Collinson, Amy Oliver

Paul [REDACTED] - NDP Circus  
Rhodri [REDACTED] - KEVICC project  
Paul [REDACTED] - representing business  
Christian [REDACTED] - Blackbird Collective  
Pat [REDACTED] - the Mansion  
Jacqui [REDACTED] - Jamming Station  
Jay [REDACTED] - Reconomy  
Gillian [REDACTED] - Leftbridge  
John [REDACTED] - St Mary's Heritage Trust  
Isabel [REDACTED] - the Community Charter  
Jess [REDACTED] - standing for election

1) We discussed the Community Charter with Isabel [REDACTED] - the background and plans for our town one. In particular we discussed the concepts of tangible and intangible assets, how it would work practically, when and where it should be held and how we would invite people to it.

- We decided we should wait now until the new year to hold it - February half term was suggested as the best option - to decide with Isabel
- The idea of combining it with a celebration/festival of some sort to attract people (the Charter Weekend) - discussion with Paul [REDACTED] [NDP Circus]
- Mail shot marketing and social media
- David M mentioned that Totnes received a Charter from King John in May, so it might be a good idea to present the finished charter to the town on the same day - to discuss with Isabel [REDACTED]
- Jacqui [REDACTED] discussed getting the children involved, perhaps having a children's parliament or charter. To be explored further
- Volunteers requested - Jess [REDACTED], Georgina Allen and Amy Oliver volunteered with the suggestion of Erica [REDACTED]

2) Paul [REDACTED] [NDP Circus] outlined his plans for art events in town over the next year. He gave some background as to events he has put on so far celebrating the seasons. He explained the plans around Halloween, New Year, Mayday and the ten day summer arts festival in town in August 2022. He explained how he was looking towards collaboration with existing groups and how it was going to be funded. These are town-wide events and the key was to make sure they were as inclusive as possible. The focus to be on community building.

- Collaboration with the groups represented at Future Forum mentioned and Christian [REDACTED], Pat [REDACTED], Ben Piper, Ray Hendriksen, Georgina Allen, Jacqui [REDACTED], Amy Oliver and Victoria Trow were interested

3) John [REDACTED] representing St Mary's Heritage Trust came to report to the group that the Heritage Trust had submitted a spot listing application for the Elmhirst Centre to Historic England. He outlined what was included in the application.

4) Jay [REDACTED] gave some background to the work of the Reconomy group in Totnes in particular the Community of Dragons and the Local Economic Blueprint, which Caring Town had emerged from. He outlined their aims and ideals for the economic future of the town, especially ideas for young people in terms of opportunities for training and apprenticeships. The emphasis was on livelihoods of value and dignity that contributed to the town, on supporting entrepreneurialism and local initiatives. He asked for more cooperation with the town council, which councillors present assured him of.

5) Pat [REDACTED] gave an overview of what has been happening at the Mansion since its reopening. The main building is nearly full of community groups incl. Transition Towns, CAB and community office space etc. The pulse building is now occupied by the Bike Hub and a mystery new occupier, Jamming Station has moved in, Edgie Veggie is in the cafe, the craft and ceramics rooms are booked out and it is all sounding very positive. There are collaborations happening with different groups in town as well incl. Paul [REDACTED] [NDP Circus] and Pizza Pirates etc Lots of volunteers helping out.

6). Rhodri [REDACTED] gave a brief overview of the town council's bid to buy the Lower field at KEVICC, known as the Elmhirst Site by the TC. He explained that he had determined that the town council could raise the requisite money, that they were able in legal terms, to undertake this and that there had been a lot of conversations between himself, the TC, DCC, SHDC and KEVICC. The ACVs had gone to SHDC and we were awaiting the outcome. He briefly outlined next steps.

Cllr G Allen

## ITEM 12 – LIST OF MEETING DATES

All meetings are in the Guildhall unless indicated otherwise.

### November

Full Council – 1<sup>st</sup> November at 6.30pm

***Totnes Town Ward Election – 4<sup>th</sup> November (for information)***

Council Matters Committee – 8<sup>th</sup> November at 6.30pm

Public Realm and Cemetery Working Group – 10<sup>th</sup> November at midday

***Community Charter – 13<sup>th</sup> November 10am – 5pm in the Guildhall***

***Remembrance Sunday – 14<sup>th</sup> November at 10.45am at the war memorial, St Mary's Church***

Planning Committee - 15<sup>th</sup> November at 6.30pm

Venues and Public Assets Working Group – 17<sup>th</sup> November at midday

Town Matters Committee – 22<sup>nd</sup> November at 6.30pm

Climate Change Working Group – 23<sup>rd</sup> November at 6.30pm via Zoom.

Traffic and Transport Forum – 24<sup>th</sup> November at 6.30pm via Zoom.

***Christmas Lights Switch On – 24<sup>th</sup> November at 3pm-7pm (TBC)***

***Councillor Training – 27<sup>th</sup> November from 10.30am-1pm in the Guildhall.***

### December

Full Council – 6<sup>th</sup> December at 6.30pm

Council Matters Committee – 13<sup>th</sup> December at 6.30pm

Venues and Public Assets Working Group – 15<sup>th</sup> December at midday

Planning Committee - 20<sup>th</sup> December at 6.30pm

### January 2022

Full Council – 10<sup>th</sup> January at 6.30pm

Council Matters Committee – 17<sup>th</sup> January at 6.30pm

Planning Committee - 24<sup>th</sup> January at 6.30pm

Town Matters Committee - 31<sup>st</sup> January at 6.30pm

