

AGENDA FOR THE TOWN MATTERS COMMITTEE

MONDAY 26TH JUNE 2023 IN THE GUILDHALL

There are stairs to the Council Chamber but if any member of the public has mobility issues the Council can relocate to the lower Guildhall.

You are hereby **SUMMONED** to attend the **Town Matters Committee** on **Monday 26th June 2023** at **6.30pm** for a maximum of 90 minutes in the Guildhall for the purpose of transacting the following business:

Committee Members: Councillors J Cummings (Chair), G Allen, J Chinnock, S Collinson, B Piper, E Price, N Roberts and L Smallridge.

1. WELCOME AND APOLOGIES FOR ABSENCE

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 90 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.

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

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.

The Committee will convene to consider the following items:

2. ELECTION OF DEPUTY CHAIR

To elect a deputy chair for the Committee.

3. CONFIRMATION OF MINUTES

To approve the minutes of 27th March 2023 and update on any matters arising. Document attached.

4. COMMUNITY CONVERSATION

To consider the timeline, branding and draft survey for the Community Conversation and make a recommendation to Full Council. Document attached.

5. MOTOR HOME FACILITIES AT LONGMARSH

To consider the implications of overnight parking by motorhomes in Longmarsh car park and make any recommendation to Full Council. No document.

6. NEIGHBOURHOOD WATCH COMMUNITY SAFETY CHARTER

To consider signing up to the Devon and Cornwall Policy Community Safety Charter and make any recommendation to Full Council. Document attached.

7. SKATE PARK UPDATE

To note an update on the skate park. Document attached.

8. COST OF LIVING PARTNERSHIP UPDATE

To note the minutes of the Cost of Living Partnership meeting and statistics provided from Stepping Stones. Documents attached.

9. CLIMATE EMERGENCY WORKING GROUP

To note the minutes of the Climate Change Working Group held on 21st March. Document attached.

10. DATE OF NEXT MEETING

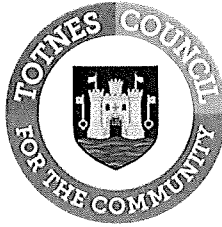
To note the date of the next meeting of the Town Matters Committee – Monday 25th September 2023 at 6.30pm.

Sara Halliday
Governance and Projects Manager
21st June 2023

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 Councillor 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 FOR THE TOWN MATTERS COMMITTEE

MONDAY 27TH MARCH 2023 IN THE GUILDHALL

Present: Councillors J Cummings (Chair), G Allen (joined at 19.25), S Collinson, B Piper (joined at 19.00), L Smallridge.

Apologies: None

Not present: Cllr Webberley

In Attendance: L Ferrier (Marketing and Communications Manager) and 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 Cummings read out a statement about how the meeting would be conducted and recorded.

No apologies had been received.

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 30th January 2023 and update on any matters arising.

The minutes were approved as an accurate record of proceedings with one amendment to show Cllr Cummings as 'Chair' (not Deputy Chair). Matters arising:

Item 4 – Arrangements for the Christmas Lights Switch On 2023. It was **RESOLVED** unanimously by Full Council that the community Christmas Lights Switch On takes place on Tuesday 28th November from 3-6pm, and that officers make the necessary arrangements to secure entertainment, refreshments and crafting activities (as set out in the note) within the budget set for financial year 2023/24.

Item 5 – Water Quality. As this meeting is being held during the pre-election period the ‘facilities for motor homes at Longmarsh’ item is scheduled for discussion in June given it is a potentially controversial subject.

Item 8 – Climate Emergency Working Group – work on community composting is ongoing with the first step being securing a potential location. An update will be given at the next meeting.

3. SOUTH WEST WATER CONSULTATION

To consider the South West Water ‘Draft Water Resources Management Plan (2024)’ draft response from the Planning Committee and make any additional recommendation to Full Council [consultation closes on 9th May].

To **RECOMMEND** to Full Council the following response to the South West Water Draft Water Management Plan 2024 consultation:

- The Council believes that South West Water should be a statutory consultee as part of the planning process and would support changes in planning legislation to enable this.
- The Council believes that there should be a further consultation on the South West Water Drainage and Wastewater Management Plan consulted on in 2022, and that there should be a clear link with the Draft Water Resources Management Plan.

Environmental

- Extreme Weather Events - no details given to the effects of extreme weather events and the effects on water treatment plants, how South West Water will respond, how to handle run off and slowing water flows down (for example through tree planting, attenuation ponds).
- Water Quality - no detail is given about water quality monitoring, frequency of monitoring and what is being tested for (for example, nitrates, pollutants, plastics, antibiotics) particularly in relation to bathing water areas.
- Biodiversity – no details are given on the wildlife species currently supported which therefore gives no baseline to monitor improvement or deterioration against.
- Future Modelling Tools - would like to see the use of future modelling of the impacts of river water levels – in drought and flood conditions – and the environmental and biodiversity effects.
- Catchment Management – no detail of how this strategic approach is taken into account in plans and programmes to assess and address the effects of run-off from agriculture and developed areas.
- All sewage treatment should be designed to include anaerobic digestion waste systems to support energy production, address climate change and prevent sewage discharges into rivers and the sea. (this could be combined with agricultural slurry treatment in rural areas).

Developments

- Flood Risk Modelling - The plan should include flood risk modelling for any new development and the potential effect on neighbouring areas and river catchment from surface water run-off.
- Water Treatment – South West Water needs to take into consideration the cumulative impact of various housing developments in a water catchment area in terms of: provision of potable water, capacity of water treatment plants to process the sewage and

grey water generated, flood risk from non-permeable surfaces, and run-off effects into rivers.

- **Water Management Infrastructure** - New developments should install separate sewage and rain water systems to lessen the volume of water passing through the waste water treatment process, and natural soakaway areas within the site of any new development should be insisted upon.
- **Grey Water Management** – could the water companies insist on all new housing developments to be fitted with grey water harvesting for use in the home (for example toilet flushing, water butt collection) to reduce the volume of water consumption required per capita and support increased drought resilience?
- **South West Water** should be empowered to refuse additional developments loading onto the system where capacity for the provision of potable water and/or sewage treatment has been reached and can be demonstrated.

4. WATER QUALITY UPDATE

To note an update Of the Rivers Assembly meeting.

Noted. Cllr Cummings updated that the Rivers Assembly had been a good meeting with opportunities to network and useful presentations. Cllr Collinson commented that more active Council participation in the Dart Harbour Community Group would be useful going forward.

5. COST OF LIVING PARTNERSHIP UPDATE

To note the minutes of the Cost of Living Partnership meeting.

Noted. The Committee noted the good works that is being carried out by this group.

6. CLIMATE EMERGENCY WORKING GROUP

To note the minutes of the Climate Change Working Group held on 28th February 2023 (standing item).

Noted.

7. DATE OF NEXT MEETING

To note the date of the next meeting of the Town Matters Committee – Monday 26th June 2023 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. COMMUNITY AWARD SCHEME

To consider the nominations for the Community Award scheme individual and group categories (personal information).

The Committee considered the nominations received. A confidential report with the recommendations will go to Full Council for consideration.

Sara Halliday

Governance and Projects Manager

DRAFT Town Matters Committee, 27th March 2023

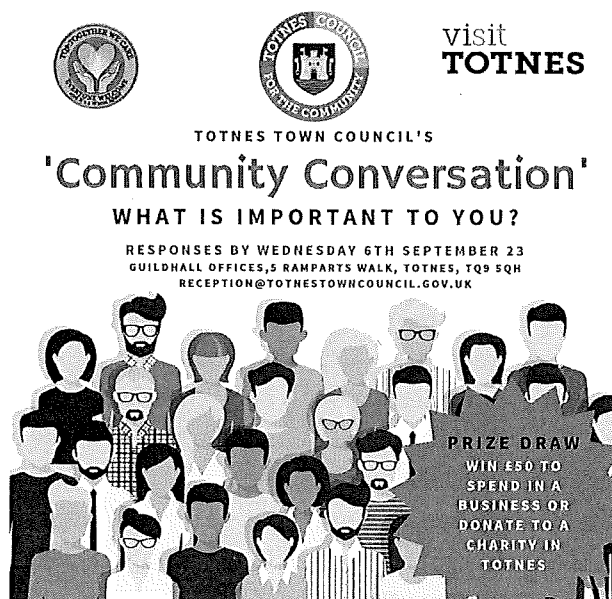
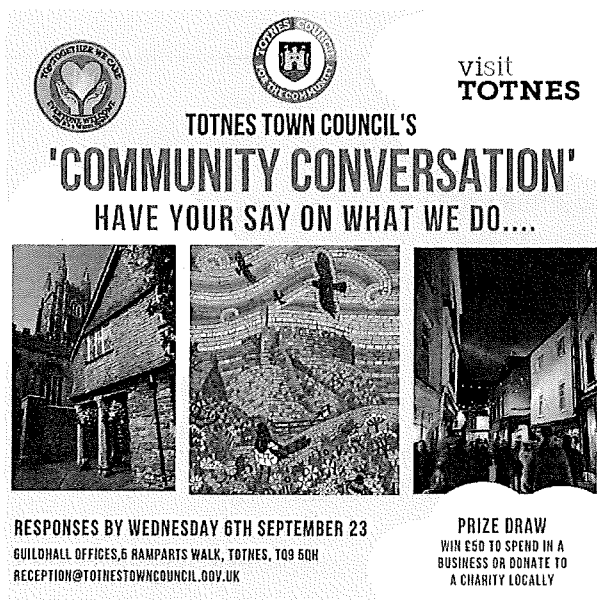
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Town Matters – 26th June 2023Timeline

- Draft plan with budget and branding - Town Matters – Monday 26th June 2023
- Final plan with budget and branding – Full Council – Monday 3rd July 2023
- Consultation opens -Wednesday 5th July 2023
- Initial planning day with facilitator, officers and some members – mid/late July 2023
- Consultation closes – Wednesday 6th September 2023
- Collation of response – Thursday 7th September – Thursday 28th September 2023
- Strategic Priority Setting Day – early October 2023
- Writing Strategic Plan and sharing the results of the survey with the community – October 2023
- Strategic Plan considered for adoption – Full Council – Monday 6th November 2023
- Draft 2024/25 budget considered – Council Matters – 13th November 2023
- 2024/2025 budget considered for adoption – Full Council – December or January depending on when the Council Tax Base is received.
- Strategic Plan and agreed budget will be shared with the community after the budget is set – January 2024.

Budget

Detail	Estimated Cost	Notes
Design	£0.00	In house
Survey Monkey	£385.00	Annual subscription
Printing	£500.00	Estimated
Mailing/postage	£500.00	Note direct mailing to all households is much more expensive than shown
Social Media	£100.00	Adverts and boosting
Totnes Directory	£500.00	Advert and separate leaflet
Totnes Times	£500.00	Estimated
Direct Mail	£3000.00	Estimated – awaiting quote
Entry Prize	£50.00	To be spent locally
Market stall/pop ups	£215.00	Manned by Councillors who are willing over the summer
Processing responses	£0.00	In house
Facilitator	£1000.00	See detail below
Start up session and Strategic Priority setting day	£750.00	Could potentially be funded from Cllr training
Drafting plan	£0.00	In house
Post Strategy Comms	£0.00	In house using existing budgets
	£7500.00	Current budget is £1000 so this would constitute a significant overspend



What is a Strategic Plan?

Strategic planning is an organisation's process of defining its strategy or direction and making decisions on allocating its resources to attain strategic goals.

For a Town Council it is important to set aspirational priorities with short, medium and long-term goals to aid the allocation of resources, such as staff and asset use and to inform annual budget setting work.

Existing work to consider

- Previous Town Council Strategic Priorities
- Community Charter – in draft form
- Neighbourhood Plan – in final draft form awaiting referendum
- Totnes Transport Strategy – under review
- Climate Change Action Plan – in draft form
- Results of SHDC 'Your Place' consultation – will be circulated to towns and parishes
- Previous Community Budgeting survey results – 2017 and 2019

Draft survey

What do you want in Totnes?

Community consultation is recognised as a way for local people to have a direct say in how and where public funds can be used to address local needs.

Over the next few months, councillors and staff will work together to create the Totnes Town Council Strategy for 2024-2030. This new strategy will inform budget setting over the term of the current Council (until 2027) with some longer-term aspirations that will be reviewed by a new Council on their election.

We need the views and participation of residents and business owners in Totnes; your thoughts are a driving force in our decision making. With this in mind, we are inviting you to feedback your views on what is most important to the community.

We will be asking the following questions throughout the town this summer in person and online. All completed and valid surveys (postcode within the parish boundary, no duplicate entries) will be entered into a draw to win £50 to spend with a local business or donate to a local charity (again within the parish boundary).

The deadline for responses is 5pm on Wednesday 6th September 2023 either by using the online form or by sending your hard copy to Totnes Town Council offices, 5 Ramparts Walk, Totnes, TQ9 5QH.

What you said and what we did

We consulted the community in 2019 on priorities and the results and subsequent expenditure is available on our website.

Some key points include:

- Community Grants for organisations such as Totnes Caring, Food in Community and the Food Bank
- Pulled in over £500,000 of grants from external funding sources via the Community Coordinator
- Developed the Visit Totnes brand which has grown exponentially in terms of reach and impact
- Funding for the new Skate Park and two new play parks (Collapark and Bridgetown)
- Support for public realm projects and improvements to the appearance of the town through the Town Maintenance team and arts projects
- Increase in community based events and continued provision of the Late Night Christmas Markets
- Progression of Green Travel and Climate Change initiatives via our Sustainability Officer and S106 funding

That is why we are asking - your opinions and responses really will directly impact the Strategic Plan and therefore the budget setting over the next term of 4-5 years.

Are you a resident or business owner? (helps split results by sector and geographical area)

1. Resident from Bridgetown
2. Resident from the Town Centre
3. Resident from Follaton side of the bypass
4. Business owner from Bridgetown
5. Business owner from the Town Centre
6. Business owner from Follaton side of the bypass

What three words sums up Totnes? (helps inform vision/values conversation)

Comment box here

Which of the following themes is most important to you as a resident or worker in Totnes? (if more than one please prioritise 1 – 5 with 1 being the most important): (helps inform the amount of money to allocate in draft budget and possible future areas of investment)

1. Tourism and the economy – signage, visitor information officer, Visit Totnes branding and promotion, late night shopping events in December
2. Environment and appearance – cleanliness, planting, security, maintenance of open spaces, sustainability measures, Christmas lights
3. Heritage – historic buildings and traditions, supporting local heritage organisation such as Totnes Museum
4. Arts and Culture – events, arts space, public art, live music
5. Social – supporting vulnerable local people through TQ9: Partnership (Caring Town, Citizens Advice, Totnes Caring, Food Bank, Food in Community etc) with staff time and grants
6. Wellbeing – provision of open spaces, river access, funding for sports and play facilities, skate park

The Town Council has core statutory functions that they must undertake, such as Totnes Cemetery. However, councillors have expanded our operation into other projects that have been directly informed by previous community budgeting surveys and national changes such as Covid and the cost of living crisis. Can you please number your top 5 priorities from these projects below, with 1 being the most important and 5 the least? (helps inform the amount of money to allocate in draft budget and possible future areas of investment)

1. Our seasonal Tourist Information Centre in the Market Square
2. Our Visit Totnes brand, website, social media presence, local business support and national advertising campaigns used to encourage visitors to the town

3. Our Town Maintenance and Assistant Town Maintenance Officer – undertaking essential general maintenance, gardening, tidying up streets, managing assets.
4. Supporting the Totnes Museum by providing the building at a peppercorn rate
5. Commissioning public art in public spaces such as the market square to improve the appearance and provide enrichment.
6. Developing the Civic Hall as a local asset and venue that attracts more events.
7. Providing a small fund to subsidise or provide free use of the Civic Hall for local, non-profit events.
8. Holding a programme of events that brings in visitors and enriches the lives of local people such as the Christmas Light Switch On, Late Night Markets, Summer Fair, Spring Festival.
9. Providing Christmas lights – this was handed over from the Chamber of Commerce after 2022.
10. Our Sustainability Officer who works around green travel, traffic management, climate change and biodiversity projects in the community.
11. Coordinating the TQ9 Partnership which includes the warm spaces calendar, sourcing grant funding, partnership meetings to enable the most efficient support the most vulnerable.
12. Grant funding directly to local groups, such as Totnes Caring, Citizens Advice, The Mansion, The Bike Hub, Bob the Bus, Food Bank, Food in Community, Transition Town.

The Town Council has in some previous years raised the Council Tax to fund local initiatives and services. What would you like to see happen for 2024/25? (helps with the discussion on setting the budget and precept in future years)

1. Minimal increase (0-5% or about £10 per year per band D property) in Council Tax and a focus on core responsibilities only (Cemetery, closed churchyard, holding meetings, building maintenance)
2. Small increases (5-10% or about £20 per year per band D property) in Council Tax to maintain local services and projects outlined in this survey
3. Larger increases (10-20% or about £40 per year per band D property) in Council Tax to improve and develop local services

What is the one thing you would like to see happen in Totnes in the next few years? (open question inviting new ideas or feedback on existing issues)

Comment box

Do you have any other feedback or ideas about the Town to share? (open question inviting new ideas or feedback on existing issues)

Comment box

Providing the following information is optional, however it would help us to avoid duplicate responses and determine whether these responses are from local people and business owners who are directly impacted by service provision in Totnes. Please note that your information will not be used for any purpose other than this survey. (helps to manage one response per resident as can be checked against electoral roll and see if there is a geographical split on views/needs)

Name:

Address:

Postcode:

Email address:

Would you like someone to contact you about your survey responses? (we will only do so if you are drawn as a winner or ask a question on the survey)

Yes/No

Proposed professional facilitation from DCT

One day for discussions with Council officers/members for logistics, background reading of council documents. To include a face to face or zoom meeting, whichever is most appropriate.

Then one day for a facilitated meeting with Councillors to tease out priorities for the next 4 – 5 years – say 10 -3, with lunch provided for councillors. I would then send a summary of the key points to the Town Clerk in order that she can prepare her report to Councillors.

The fee will assume no analysis of the Community Consultation. The meeting with Council Officers after the community conversation will include a discussion on the community priorities coming forward.

The facilitated strategic planning meeting with Councillors will follow the 'logic' of the community consultation e.g.

- This is what we **HAVE** to DO
- This is what we **WANT** to do
- This is what the **Community** wants us to do.
- These then are **Our Council Priorities (themes and projects)** – short term/medium term to 4/5 years
- This is what **I can do/I have** as a councillor to support this.

What you said and what we did section information

COMMUNITY CONSULTATION AUTUMN 2019 – DELIVERY AGAINST PRIORITIES SET

Note: many of the projects planned were delayed by the pandemic which affected ways of working/ability to meet with specialists required.

Council Plans for 2020/21	Delivery Update
Funding a joint project between Caring Town/Totnes Caring and Citizens Advice to assist the most vulnerable.	Council spend in 2020/21 on this project ~£44K (and these groups have received significant funding as part of the community grant scheme). Community Grant scheme then adopted to assist wider range of community groups: £52K in 2021/22, £50K in 2022/23, £25K allocated 2023/24.
Starting the improvement programme for the Civic Square.	Initial plans delayed by Covid. Interim uplift in summer 2023 and discussions with SHDC are ongoing.
Upgrading and bringing into use a derelict section of the Civic Hall.	Planning application submitted 2022 and subsequently withdrawn due to objections by community. Additional Green Room space created in old kitchen area in 2023.
Employing a Community Fundraiser to assist with Council and Community projects and apply for grant funding.	Delivered in 2021 with outstanding results in helping provide advice to and grants for community groups. Recruitment into the vacant post is ongoing, with an existing council officer providing co-ordination.
Consulting with the community on a public realm improvement programme for the whole town – including signage, planting, street furniture and public art	Wayfinding professional advice and public consultation in 2021, first signs installed 2022 (and more in 2023). Planters installed 2021. Mosaics installed under Civic Hall, Civic Hall pillars project. Listed Building Consent required for mosaics along CH ramp. Bunting for the town. Picnic benches in Castle Meadow, Vire Island. Grant for Tennis Club accessible garden in Borough Park.
Continued development of the Visit Totnes brand and promoting Totnes nationally.	Ongoing.
Employing a Town Lengthsman to maintain, tidy, and improve public areas, report issues to Highways and District authorities, assist community groups and engage with neighbouring parishes.	Change from Town Ranger to Town Maintenance Officer role with an increase in hours worked weekly.
Introducing year round programme of events	Constrained in early years by Covid but:

for the community and visitors and to develop and improve the Christmas Late Night Festival format.	2019 – Christmas markets 2020 – Halloween event, winter wandaland, easter arts (via food boxes). 2021 – Mayday event, Halloween, Xmas event 2022 – grants for events (Totnes Festival and 2 x Meadowbrook, orange race road closure, Sea Change), Christmas Market nights
Considering investment in green travel and climate change initiatives locally.	Approx council spend on projects/activities: 2021/22 - £5.5K 2022/23 - £10K
To invest in the Skate Park and Smithfield play area.	2019 - Funding identified for Skate Park. 2022 - £10K for Smithfield/Collapark play area.
Investigating how best to improve and manage public toilets from 2021 onwards.	Overtaken by events – budget allocated but SHDC didn't implement charges.

Following the Community budgeting process held in 2019, residents ranked their priorities as follows:

- 1st – Supporting services for the vulnerable – most respondents willing to contribute £0.15 per week
- 2nd – Finding ways to tackle Climate Change– most respondents willing to contribute £0.15 per week
- 3rd – Retaining our public toilets– most respondents willing to contribute £0.05 per week
- 4th – Improving the town's appearance– most respondents willing to contribute £0.10 per week
- 5th – Investing in Totnes Museum and our heritage– most respondents willing to contribute £0.05 per week

Council Priorities (set in Oct 2021):

Economy

- **Tourism Partnership:** Town Council to take the lead in forming the partnership
- **Town Centre Management:** Town Council to take the lead, perhaps through provision of a Town Centre Manager
- **Buildings Audit:** Review all Town Council assets and work out which should be retained and improved and which could be disposed of
- Town Council **procurement policy** to make sure we buy things that are local, sustainable and Fairtrade
- Buying local and supporting the **local food economy** eg by encouraging recycling and events such as regular farmers' markets in the Civic Hall
- Seek opportunities to work with others, such as the Chamber of Commerce, to promote the **economic wellbeing** of the town
- **Atmos Project** – ensure that we learn from the work being carried out
- Town Council to use its influence to ensure **industrial sites** are well-managed
- Support the expansion of **4G broadband** coverage in the town
- Be open to **income generation** opportunities.

Environment

- **Town Centre Improvements** – use the Tourism Partnership and Town Centre Manager to improve the built environment and improve cleanliness, signage, street furniture etc
- **Traffic** – Post April 2016, when the Appeal has been heard, manage the situation and support the town to deal with the decision
- Support the **planning process**
- Encourage efficient use of **resources and energy** via planning policies
- Council support for **recycling and re-use**, working with other partners in the town
- Protect and improve **natural heritage assets** of the town via planning and partnership working.

Social & Community

- Encourage the provision of more **social housing**

- Use **Town Council** assets to support community use and activity eg. the Civic Hall
- Develop the **Neighbourhood plan** to successful conclusion
- Encourage **employment opportunities**, especially higher paid jobs, through the Town Council planning function eg by supporting the creation and preservation of employment land
- Support **cultural events and festivals** in town to create vibrancy and appeal to young people
- Provide good **community information** via our website and Town Centre Manager
- Continue to support **Caring Town Totnes** through membership of the group
- Work with community groups on **open spaces** and **cycle routes**
- Support the **young** of the town and recognise their needs

Culture & Heritage

- Develop a **cultural plan** for Totnes
- Encourage a **culture of compassion**
- Via **Planning**, encourage work units/places for craft workers and others
- Encourage **public art** – via Planning e.g. railings
- Support **the library** in principle and education via linked governorships
- **Communal space** – manage so that it is viable into the future to allow cultural activities in town
- Lobby for **good licensing** within the town
- **Maintain buildings** in Town Council ownership- have maintenance plans in place and budget provision, including possible grant funding
- **General heritage** in Totnes – the Town Council is keen that all heritage assets are well maintained. We'll bring any problems to the attention of the correct authority or owners and seek enforcement action if necessary – maintain a watching brief

ITEM 6 NEIGHBOURHOOD WATCH COMMUNITY SAFETY CHARTER

We are delighted to invite you to sign up to our COMMUNITY SAFETY CHARTER launched at our Neighbourhood Watch Crime and Community Conference 2022. With our first anniversary quickly approaching, please consider signing up, if you have not already joined.

The Community Safety Charter aims to engage with a broader reach of people, businesses and organisations to encourage them to take an active stance against crimes in public spaces, such as harassment, hate crime, and antisocial behaviour. The Charter tagline is #BeTheChange, focusing on the role of active bystanders in leading the change within their communities. The Charter supports greater understanding about how we recognise and deal with community safety issues and support victims by knowing where to get help, how and who to report to, enabling a more positive, proactive approach by the whole community when witnessing or experiencing confrontation, hostility or harassment.

Why sign up to the Charter?

- Individuals will feel safer because they know the whole community is looking out for them, which can have a profound effect on their well-being, feelings of safety and confidence.
- No one wants the fear of harassment and intimidation in their community. Signing up to the Charter sends a clear message that this behaviour is not acceptable and will not be tolerated by your organisation or group.
- You will have a clear role in empowering people in your organisation, group or community to do something positive to prevent these crimes in their neighbourhood.
- You will be creating a more positive, safer environment where you work or live.
- The collective power of a wide range of local community members, all working towards a shared goal will have a much greater impact than working individually.

Do I need to make a pledge?

By signing up to the Community Safety Charter, people, businesses, organisations and groups pledge to four actions:

- PROMOTE – promote a culture that does not tolerate harmful language, antisocial behaviour and hostility toward others
- ENABLE – enable others to identify and take an active stance to prevent harassment, antisocial behaviour and intimidation within their community
- REPORT - actively encourage and support others to report harassment, antisocial behaviour and intimidation and share intelligence about these crimes with the relevant authorities
- SUPPORT – support those affected by harassment, antisocial behaviour and intimidation and refer victims to the appropriate support agency

ITEM 7 – SKATE PARK UPDATE

- A public consultation was held in 2022 based on revised plans and relocation near to the Pavilions for the skate park.
- There were a number of concerns raised by residents, so the site is now being looked at again with a possible return to the site near the rugby and tennis clubs, and with a design that avoids potential tree root damage.
- The pre-election period put some work on hold but it is hoped that the matter will soon go to District Council to consider the options and a planning application will follow if required.

ITEM 8 – COST OF LIVING PARTNERSHIP (CoLP) UPDATE

Town Matters: Colp/ TQ9: Partnership summary - June 2023

- Stepping Stones update attached.
- The Paige Adams Trust has recently granted £15.5k to local organisations working on projects concerning the cost-of-living crisis.
- The TTC Community Grant application period has closed. £65k has been requested from local organisations from a £25k pot. A decision will be made on the grant allocations this month.
- The recruitment of a Community Fundraiser is still in process. TTC has joined with Ivybridge Council for this fundraiser role. It is proving a difficult role to fill for us and in general in the job sector.
- TTC are sending out a regular summary of other funding opportunities we are aware of.
- Last partnership meeting held on 8th June 2023.
- Only 6 partners attended but there were useful discussions which will be carried forward to a further meeting.
- Services are generally oversubscribed but what they are producing is having a positive impact.
- Next 2 partnership meeting dates for July and September to be confirmed early to try and get more attendees.
- Positive comments received by attendees of the last meeting about how useful the partners found these catch up meetings.
- A one-off meeting to discuss local voluntary services / community work space has been arranged for 27th June. Cllrs and partnership group all invited.

6-month update from Stepping Stones Totnes

November 2022 to early May 2023

The Totnes Food Bank- A referral from an organisation such as Citizens Advice, the NHS, or the DWP is needed for this full service, which includes a substantial amount of a household's weekly food shop, toiletries and household cleaning products; signposting connections to other organisations including **Cost of Living Crisis** financial help, and access to **Jumblelows good quality second hand clothing**. As long as the client is willing to try and work with signposted organisations to get back on track, we will support them ongoing, with a timely and gradual transfer to the TQ9 Community Food Club. We deliver parcels only if the client cannot come to collect and we have found that the act of coming out, choosing their own food and interacting with others has been additionally beneficial to their mental and physical wellbeing. **The Food Bank has helped 1230 people in the last 6 months** and shows an increase on previous years. **Based on the last 6 weeks, The Totnes Food Bank is helping an average of 45 people a week.**

The TQ9 Community Food Club started in November 2022 and has been steadily gaining members through advertising and word of mouth.

For a membership fee of £2.50 a week, (as and when members need the service - if they don't use us, they don't pay), they can take up to 10 different items from our shelves. Stepping Stones Totnes was aware that far more people were being affected by the **Cost-of-Living Crisis** and low/unpredictable wages than were actually applying to the food bank. Research indicated that this was due to the stigma and embarrassment of asking for a handout, despite a genuine need for help, and having to tell someone like CAB that they were really struggling was preventing them from reaching out. In response to this we devised the scheme whereby members can **join without a referral and they contribute financially towards the food rather than getting it for free.** This way they retain a sufficient amount of dignity to allow them to use the service, maintain a balanced diet and potentially, continue to shop locally for the rest of their needs, still have funds to socialise rather than being in isolation.

This service has helped 626 households in the last 6 months. Data isn't currently held on the make-up of each household so the number of people helped can only be described as 'in excess of the number of the number of households'. We are currently asking members' permission for this data and updating our stats accordingly. **We are, based on the numbers for the last 6 weeks, helping an average of 18 households a week with this scheme.** Not everyone takes 10 items due to dietary demands for expensive food stuffs and our limited capacity to provide them, but all returning members agree it is still well worth paying their £2.50 for the items they take home. Feedback from members has been extremely positive with comments such as: "Thank you, I don't know how we'd have coped without this," "This is such a great scheme, it's making a huge difference with what we can still afford to buy." "This is really helping with my other bills." We are seeing a growing number of older, single people, especially, but not exclusively, women, and low wage earners so we are reaching our target groups. The membership demographics include young and old, single people, couples, and families. Most people rent, but not exclusively from Social Housing and a few live off-grid.

The Vegan Soup Lunches is a service we provide on Food Bank days. We've made them vegan and, unless stated otherwise on the day, gluten-free, to make them as inclusive as possible. We've done it with the Food Bank users as our primary target group, but anyone is welcome to eat with us or take away. Some give a donation, but it is not required. **In the last 6 months we have served around 705 portions of soup with an average, based on data for the last 6 weeks, of 36 portions a week,**

Our 'Create in Company' activities, which were always going to be part of our service, were introduced as our contribution to the Warm Space "Together We Care" initiative. In the aftermath of the lockdowns, we recognised the large number of people with increased mental health issues, especially those battling with anxiety and stress-related illnesses and wanted to do something to alleviate these problems. Most of our 'warm-space' users come either to socialise while taking part in mindful colouring, yarn-crafts, origami, or sewing/mending projects; or use the space for private online activities such as banking, following up Devon Homechoice bids or solving energy provider problems etc. One of our most popular activities has been our Relaxation and Anxiety Management class and we've seen a marked improvement in users' mental outlook on life. **The service has had 245 users over the last 6 months with a current weekly average of 16.**

The STATS show clearly that there is a growing need in our community for the services provided exclusively by Stepping Stones Totnes, especially while people struggle through the ongoing Cost-of-Living Crisis, battling the physical, financial and mental hardships that it is generating. **I refer especially to the Totnes Food Bank and the TQ9 Community Food Club**, the latter of which sees a growth in active membership every week.

People helped by Stepping Stones Totnes Food Bank and the TQ9 Community Food Club between 1 November 2022 - 7 May 2023									
Totnes Food Bank		Totnes Community Food Club		Soup Eaters		Create in Company/Warm Space users		Across the Service	
Total households	625	Total households	626					Total households	1251
Total Adults	848								
Total Children (0-17)	382								
Total People	1230	Total People (data unknown)	626	Total People	705	Total People	245	Total People (In excess of)	2806
Average weekly Households over last 6 weeks	23	Average weekly Households over last 6 weeks	18						
Average weekly People over last 6 weeks	45			Average weekly People over last 6 weeks	36	Average weekly People over last 6 weeks	16	Average weekly People over last 6 weeks	115

Climate Emergency Working Group

21 March 2023

Guildhall, Totnes & via Zoom

Present:

Cllr Jacqi Hodgson – Chair

Maiken Hutchings – TTC Sustainability Officer (SO, notes)

AK – resident

SM – resident

RO – Totnes Trust

IM – resident

TC – resident/Green Party

RD – resident

TT - Dartington PC (online)

Recommendations

- 1) The Group recommends to TTC that they support the Hedgehogs Highway Project and liaise with Bridgetown Alive and any other groups currently working on this, including to see whether it is worth purchasing the £150 hedgehog highway box kit

Actions

- 1) Cllr Hodgson to ask Town Cllrs re distribution of Gardening for Wildlife booklet
- 2) TT / Cllr Hodgson to feed info around CSI at Bidwell Brook to the South Devon Catchments Partnership

Actions carried forward:

- SO to find UK data equivalent of Our World in Data chart
- Cllr Hodgson to circulate map of SHDC owned land in Bridgetown which can be added to an overall map overview
- FB to develop leaflet including Our World in Data
- Cllr H to feed discussions into DCC next week

1a. Brief who is here

1.b Notes & Actions from the last meeting

- Composting: Cllr H gave brief update on composting progress so far - basically no update
- SO gave brief update on progress with Gardening for Wildlife booklets. We have quotes from various printers, awaiting quote from Totnes Directory on distribution. Cllr Hodgson suggested Town Cllrs might be convinced to distribute.

2. Rivers discussion & update from the Rivers Assembly 18th March

- To note: our MP Anthony Mangnall is organising an open meeting with South West Water on 27 April in Totnes
 - More info here: <https://www.eventbrite.co.uk/e/totnes-open-meeting-anthony-mangnall-mp-south-west-water-tickets-529322506867>
- SO gave brief overview/update from the morning sessions of the Assembly
- Cllr Hodgson gave brief update that Cllr Cummings had provided during the Planning Committee on 20th March
 - Planning Committee looking into SWW consultation → SWW has little say when a development is being proposed – key proposal from meeting is that SWW should be a stakeholder in planning decisions
 - Town Matters meeting next week (open to anyone) will be about SWW consultation in more detail, flood risk management, etc.
- General discussion around South West Water (SWW)
 - They are currently running a public consultation into their water resources management plan: <https://www.southwestwater.co.uk/environment/water-resources/water-resources-management-plan/>
 - Closes 9th May 2023
 - All sewage outlets must be monitored by the end of the year, and made public info + fines for unlawful dumping will be increased significantly
 - Citizen Science Initiative project at Bidwell Brook due to concerns re pollution that they think is coming from Rattery
 - **ACTION:** Cllr H told TT to feed back this info back to Anna Seal (SD Catchments Partnership)
 - Proposals (come round time to time) to extend AONB area, to cover Totnes and area (Dartington, Staverton, etc). Cllr Hodgson mentioned the Glover Report which looked into this:
<https://www.gov.uk/government/publications/designated-landscapes-national-parks-and-aonbs-2018-review>

3. Hedgehog Highway Project

- SO read out email received from founder of 'Hedgehogs R Us' (see appendix A)
- Any money spent would need to be from next year's budget
- It was noted that Bridgetown / Bridgetown Alive! Have already done some work on this and that we should link in with them to avoid duplication of work

- The group **RECOMMENDED** that TTC to support this project and liaise with Bridgetown Alive and any other groups currently working on this, including to see whether it is worth purchasing the £150 hedgehog highway box kit

4. Devon Carbon Plan (DCP) discussion continued

- Cllr Hodgson gave a brief overview of what the DCP
- There was some discussion around transport and the issue of electric vehicles being pushed as a core solution
 - Wider changes in the transport system are needed
- It was suggested that the next meeting we look into Chapter 12: Making the Plan a Reality
 - <https://devonclimateemergency.org.uk/view-devon-carbon-plan/>

5. AOB

5a. AK read out a presentation asking for an in-depth debate to be organised around the climate crisis and the evidence and scientific facts behind action to reduce greenhouse gas emissions.

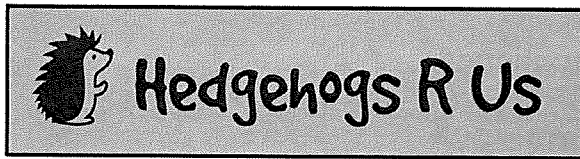
- It was agreed that this could be looked into further at the next meeting

5b. RO shared energy usage in Totnes graphs

Date of next meeting: TBC due to elections, possibly 16 May 2023

End of meeting 20:15

Appendix A: Hedgehogs Highway Project



Linda Cook
12 Richmond Close
Market Weighton
YO433EX

HedgehogsRus@mail.com

Firstly, thank you for taking the time to read this letter!

I am writing to all Councils, Parishes, Towns and Wards in the UK to ask them to take part in this amazing project!

Hedgehogs R Us Highway Project

With Hedgehog numbers in decline and Hedgehog awareness on the rise, there has never been a better time to get involved in Hedgehog conservation.

A Hedgehog Highway is a 5 inch gap in a fence and is essential in the battle to prevent the extinction of our endangered spiky friends. This gap allows them access to forage for food and meet mates. A Highway surround raises awareness to their plight and encourages others to take part.

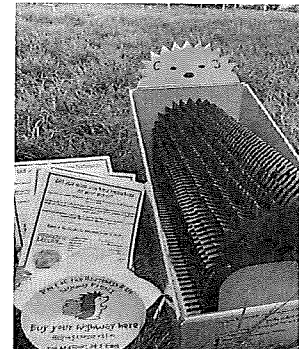
I am asking for each area of the UK to use a small portion of their assigned funds to purchase a box of hedgehog highway surrounds and make them available for their residents.

Each box of 50 is £150 and includes:

- * 50 Hedgehog Highway surrounds & 50 information leaflets
- * A display box & window sticker showing you are part of the project.

Ideas of how to benefit your community include:

- * Donate the Highways and leaflets to your local school to educate in wildlife conservation
- * Swap the Highways for a donation of Hedgehog food which can then be given to your local Hedgehog Rescue Centre



The project will be receiving a lot of publicity in the coming months via Social Media and I really hope that you choose to take part.

My dream is to make the whole of the UK one giant Hedgehog Highway and for that dream to come true, it needs EVERYONE to take part.

Money is donated to Hedgehog Conservation for every box sold too!

If you would like to order or have any questions please do not hesitate to get in touch and thank you for caring.

Linda Cook, Founder of Hedgehogs R Us