

AGENDA FOR THE MEETING OF TOTNES TOWN COUNCIL

MONDAY 2ND OCTOBER 2023 IN THE GUILDHALL

Please note that public question time will be held prior to Full Council from 6.30pm. There are stairs to the Council Chamber but if any member of the public has mobility issues the Council can relocate to the Main Chamber.

You are hereby **SUMMONED** to attend a meeting of the Council, on **Monday 2nd October 2023 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. 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 Council will adjourn for the following items:

Reports from County and District Councillors.

- a. County Cllr Hodgson – no document.
- b. District Cllr Allen – no document.
- c. District Cllr Birch – no document.
- d. District Cllr Presswell – document attached.

The Council will convene to consider the following items:

3. CLERK'S REPORT (Standing Item)

To note the Clerk's Report for September 2023 (general updates and correspondence). Document attached.

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 4th September 2023 – document attached.

To note the following minutes:

- b. Council Matters 11th September 2023 – document attached.
- c. Planning Committee 18th September 2023 – document attached.
- d. Town Matters Committee 25th September – 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 4th September 2023
- b. Council Matters 11th September 2023.
- c. Planning Committee 18th September 2023.
- d. Town Matters Committee 25th September 2023.

6. SOUTH HAMS DISTRICT COUNCIL CORPORATE STRATEGY

To consider the South Hams District Council's Corporate Strategy 2024-2028, its aims and objectives in order to respond to the consultation [deadline 20th October]. Documents attached.

7. COMMITTEE MEMBERSHIP

To consider the committee, working group and link council membership and any changes requested. Document attached

8. LIST OF MEETING DATES

To note a list of upcoming meeting dates. Document attached.

9. NEXT MEETING

To note the next meeting date of Monday 6th November 2023, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

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.

10. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

11. PAYMENTS CONTRARY TO FINANCIAL REGULATIONS

To consider the suspension of Financial Regulations section 5.3 to make payments in advance of goods received for (commercially sensitive). Document attached:

- a. Civic Hall pillars art project.

Agenda produced by:

Catherine Marlton

Town Clerk

26th September 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 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.

District Councillor Report**for TOTNES TOWN COUNCIL****03/10/2023****Cllr Anna Presswell****Royal British Legion**

I arranged a meeting with Nick Carter at the National Office, to discuss if there was any situation of concern in our area and to get an idea of what help was available. Please see attached stats sheets.

In our conversation, points of note were that help is available throughout an ex-service personnel's life (and that of their families), not just during service – and this can be from as little as 1 day of service.

A broad range of help is available, and worth noting for those at the council who might be aware of individuals in need in Totnes, or beyond:

Housing

Mental and Physical Health needs

Home adaptations

The Pandemic Social Association

Payment of first months rent in newly found accommodation

Furnishings

Debt Advice

Help with Welfare benefits

Outreach for those needing hand holding, GP's, hospital appointments etc

Bespoke support with alcoholism

Independent Living (for information the age demographic of veterinarians is getting younger)

Payment for therapy consultation – whether Physio, Occupational Therapy, Psychiatrist etc

Organise emergency accommodation in hostels, hotels and provide food vouchers.

They now combine there work with SSAfa, Help for Heroes, and Regimental Associations

Any Compensation awarded from the MOD is not considered income, and veterans are entitled to welfare benefits aside from this.

They have a Crisis Line 8am-8pm every day....

Dentistry – A presentation from NHS Dentistry highlighted various processes by which the NHS researches the requirements in the area and new programmes in development to support healthcare and treatment prevention.

- 'Starting well' programme 0-2 years
- First dental steps – health visitors provide dental packs toothbrushes etc and refer vulnerable children to community dental services (this pilot to expand)
- Supervised toothbrushing 4-5 year olds (piloting)
- Child focused dental practices (7 across the SW)
- Welfare checks with secondary care on under 18's waiting for a general anaesthetic

The method for providing more NHS Dentists services are complex but as a precis – Where NHS Devon see a need - a procurement process identifies a successful provider. The provider sources a building and carries out

refurbishment and installation work. Councils can support premises identification, planning business rate waiver, support with rent/lease.

Primary Care high street dentists are independent businesses, where the NHS operates under contract. Many also offer private dentistry.

They are Commissioned using Units of Dental Activity (UDA's), dependant on population of an area and the percentage attending for treatment. For Devon the total number of adults receiving NHS care in Devon 39.5%, and children under 18 - 50.8%

Oral health Needs assessment 2021 highlighted 3 areas to prioritise access, workforce and oral health. A Development and Sustainability 12 month plan to recover NHS dental series to pre pandemic levels was established in Autumn 2022 and this is currently all being reviewed.

It wasn't discussed nor answered as to how they assess those that do not attend for treatment as they are unable to find a NHS Dentist, but it seems local councils can have a part to play in requesting more help from them, as to funding a position in an existing practice.

Sustainable South Hams – Education provision. A meeting was held with existing educators on ecology, well being in nature, recycling etc so he how better to deliver a credible 'package' to the South Hams to include all aspects of water land sea, both for children and adults. It was inspiring and all encompassing – workshops to identify how individuals, schools, universities can take action to protect the area. It incorporated risk management and resilience. A programme to watch out for over the next year.

Totnes Rural Area Youth Engagement Project (TRAYE) – At the Bridgetown Alive meeting, it was announced a new childrens' youth group in Bridgetown set up by the TRAYE organisation at the Bridgetown Community Hall this month on Tuesday evenings 6.30-8.30, for 11-18 year olds. A free youth club with a range of activities plus help and advice on drugs, alcohol, signposting, relationship building. A very big need for a teenage support in this area.

Cllr Anna Presswell – South Hams Council – Totnes Town Ward

Census data:

<https://www.ons.gov.uk/peoplepopulationandcommunity/armedforcescommunity/bulletins/ukarmedforcesveteransenglandandwales/census2021>

Local Authority Area name	Previously served in regular UK armed forces (number)	Previously served in reserve UK armed forces (number)	Previously served in both regular and reserve UK armed forces (number)	Has previously served in any UK armed forces (number)	Has not previously served in any UK armed forces (number)	Previously served in regular UK armed forces (percent)	Previously served in reserve UK armed forces (percent)	Previously served in both regular and reserve UK armed forces (percent)	Has previously served in any UK armed forces (percent)	Has not previously served in any UK armed forces (percent)
South Hams	4,099	732	166	4,997	69,971	5.5	1.0	0.2	6.7	93.3
Plymouth	15,507	2,143	629	18,279	200,345	7.1	1.0	0.3	8.4	91.6
South West	212,657	40,584	11,509	264,750	4,471,093	4.5	0.9	0.2	5.5	94.5

Totnes Town	Previously served in the UK regular armed forces	291
Totnes Town	Previously served in UK reserve armed forces	72
Totnes Town	Previously served in both regular and reserve UK armed forces	8

31 March 2022 Armed Forces Compensation recipients in South Hams - SOURCE MoD

All [note 1]	Of which veterans [note 1]	AFPS Recipients [note 2]	WPS Recipients: Veterans (Disablement Pensioners)	WPS Recipients: War Widow(ers)	WPS Recipients: Other War Pensioners [note 13]	AFCS Recipients: Serving Personnel [note 6]	AFCS Recipients: Veterans [note 6], [note 7]	AFCS Recipients: GIPs in payment
1,666	1,568	1,350	299	42	0	56	137	10

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Full Council Monday 2nd October 2023 - Clerks Report

General update

- Work on the Christmas light project continues (thanks to Sara and Neil). Some challenges around electrical point availability/safety and more infrastructure improves are needed than previously thought. SHDC have confirmed that Listed Building Consent is needed for the addition of an electrical point on the Plains. We are looking to find a work around this year for power supply as it is unlikely permission will be granted in time for the 2023 install. We have the quote for power supply connections required, Residents and local businesses have been notified of the overnight road closure (7pm to 6am) of upper Fore Street and High Street for tree wrapping and infrastructure works on 9-11 October. Officers are removing existing lighting from the trees on The Plains.
- The Chamber of Commerce are still working on the old cross street lighting. There is a delay in moving the old lights out of our storage due to staff absence. At the time of writing the report there was no further update on when the lights would be tested and whether any additional lighting will be going up in town this year.
- The Community Conversation has closed with 420 respondents. Further detail will be shared with Councillors as part of the Strategic Priority setting session.
- South Hams District Council are seeking local nonprofit groups who may be interested in hiring Shady Garden for charitable activities. Lisa has been collating enquiries and sending them onto Cllr Birch.
- Issue with declaration of interests in terms of Council insurance – this has now been resolved to the insurers satisfaction with all relevant staff and all Councillors declaring as requested – much appreciated.
- Neighbourhood Plan – SHDC Executive have voted that it can proceed to referendum. Lucy and Sara are working on comms around this and we are waiting on information regarding the timings.
- Application for Rule 6 Status has been submitted and confirmed for the two Former Dairy Crest Site planning appeals (Application reference – 3136/22/OPA, Appeal reference - APP/K1128/W/23/3326134; and Application reference - 1271/23/OPA, Appeal reference - APP/K1128/W/23/33256235).
- Borough Park and Section 106 – meeting with link Cllrs (Cllrs Auletta and Hannam) on 6th September to discuss re-establishing the Borough Park Users Group meeting, the Pavilions and section 106 monies and how the Council's Open Space, Sports, Recreation and Wellbeing Policy review could help inform future ideas and projects in the town.
- The new IT contract has not been without it's hiccups. We now have signed contracts to allow the transfer to take place that have sufficient information on GDPR compliance and break clauses so I am hopeful that the work will be starting shortly.
- We had a Mayor/Clerks meeting with SHDC. Updates include:
 - Waste service is getting back on track now it's in house but it is costing a lot to run.
 - The Corporate Strategy is out for comment
 - Discussion around allocating an SHDC officer to be a point of contact per Town Council.
 - SHDC Audit and Governance being beefed up.
- I attended an SLCC branch meeting. Notes include:
 - Other Parish and Town Councils are raising similar issues to us in terms of public realm and grounds maintenance shortfalls due to cuts elsewhere.
 - Interesting presentation from the Shrewsbury Clerk regarding the progression of 'Martyns Law' which will have a significant impact on running events and managing venues.
 -

- I attended an SLCC webinar around the Community Governance course I could start in the new year. I have come away with some serious concerns about cost to the Council and time commitments in terms of impact on the office and work/life balance. These will be discussed with Council Matters in due course.
- Attended a meeting with SHDC officers, Cllr Chinnock, Sara and Lucy relating to the Town Community Economic Plans. I am waiting on a timeline from SHDC regarding the Ivybridge timeline (they are the pilot group) and also the data from the My Place work SHDC did which could feed into our process for setting priorities. I have come away slightly worried that we may need consider carefully how to dovetail our existing priority work into this project and that will require further thought and debate. The staff and Cllr time needed to adequately complete this project is still somewhat unclear.
- Sad to hear that Eversfield has rather abruptly left town. If Cllrs are aware of any businesses struggling with viability can you please let me know – SHDC have some discretionary powers that may help in such a situation.
- The Christmas trader list for 2023 markets has been finalised and the event organiser is contact all applicants. There will be more change this year week to week to refresh the offer for repeat attendees. There will be a limited offer on Fore Street – as a compromise from last year we are keeping the road closed until late afternoon and allowing drive on/quick set up stalls down there, only blocking shop fronts that are closed or permission granted.
- The Vire Twinning Association have confirmed that we will be having French visitors attend the Mayors Civic Service and lunch. If you have not already confirmed your place with Lisa please do so. Please also encourage local community members to attend my contacting Lisa for ticket information.
- We are extending the monthly Artisan Markets into November given the views of the regular traders. Lisa is doing an excellent job of managing those events and some of the traders have also booked to be part of the Christmas markets in December.
- Tina and I have been doing some research on alternative Internal Auditors for 2024 following the scaling back of our current provider. We have options to present via committee and I have spoken to fellow Clerks for their opinions.
- Various staffing matters are ongoing, nothing to cause concern and updates are sent via Council Matters.
- Lisa has set a time with Councillors to meet with Cllr Birch to hear the detail around the SHDC Freeport project.
- I have set up a Parish Cluster meeting here for neighbouring Clerks to catch up on Monday 23rd October.
- Finally had a response from Heritage England about signage outside the offices. They have confirmed that it cannot be mounted to the ground so I am now seeking permission from the church to wall mount to the wall directly opposite the Town Council office entrance. If this is agreed we will sadly have to complete a second Listed Building application to get SHDC permission – but I have it from the Conservation Officer that this is a formality.
- On a personal note – being a novice bike rider I struggled to work out where to park in town. Maiken sent me this amazing link showing the bike rack locations! Please do let us know if you spot any on there that aren't listed -
<https://www.google.com/maps/d/u/0/viewer?ll=50.432183206208364%2C-3.6837905546378202&z=16&mid=1VuzGhPRdhC0I2RAUbqjDt77zx6DYjWE>
- DCC are looking for data on recent flooding – see email below and contact please.

As you may be aware, due to heavy rainfall from the 16th – 18th September some areas of Devon have been affected by flooding. In the event of flooding

such as this, utilising local knowledge is essential for DCC to gather key information on the affected areas and overall impacts. If your parish has been affected, we would greatly appreciate your response detailing the following information:

- The date and location that the flooding occurred
- If any properties were flooded internally (and the addresses of these properties, if known)
- Any key roads which were affected

- Photographs (if possible)
- Any other information you feel would be relevant.

Any information submitted in response to this email will be used for data collection purposes only, and will not be responded to directly due to the large amount of responses we receive. If you require a direct response, please send a separate email detailing the specific nature of your enquiry.

We would greatly appreciate any information received.

Many thanks,

Flood and Coastal Risk Management Team

Environment Group

Devon County Council

Room 120, County Hall, Topsham Road, Exeter, EX2 4QD

(0345 155 1015

- I have sent my apologies for Remembrance Sunday this year. I never miss a chance to wig up as you know but I have a weekend away planned that I cannot change. I have asked for volunteers to dress up in my absence..... there has not been a sudden rush!

NALC/DALC/SLCC updates

SLCC Meeting with the Department for Levelling Up, Housing and Communities

On 13 September, our External Affairs and Policy Development Manager, Shelley Parker FSLCC and I attended a virtual meeting with Ben Greener, the Deputy Director of the Communities and Integration Directorate at the Department for Levelling Up, Housing and Communities (DLUHC) along with other members of his team. This was a positive meeting giving us an overview of the directorate and about its current work, including possible changes to parish polls and community governance reviews. Ben reiterated how useful the SLCC-arranged visits to Northampton, Peterlee and Shrewsbury Town Councils had been and that they would like to visit other parish councils in the coming months. Ben and colleague, Lizzy Hawkins, are looking forward to speaking at our National Conference next month.

NALC Chief executive's bulletins

Levelling Up and Regeneration Bill

Through our involvement in the **Better Planning Coalition**, we secured several amendments to the Levelling Up and Regeneration Bill at last week's Report Stage in the House of Lords. Introducing new

duties on climate change, public health, and extra scrutiny of national development management policies were among new clauses agreed by Peers despite government opposition. Here's a summary:

- An amendment from crossbench peer Lord Ravensdale inserted a new clause which places a duty on the government and relevant planning authorities to have special regard to the mitigation of, and adaptation to, climate change with respect to national policy, local plan-making, and planning decisions. The clause aims to address planning weight for climate in the system and a 'golden thread' to ensure climate runs throughout the planning system.
- Lord Crisp, another crossbench peer, added two new clauses to the bill on the issue of healthy homes, the first of which requires the government to promote a comprehensive regulatory framework for planning and the built environment designed to secure the physical, mental, and social health and well-being and healthy homes and neighbourhoods. The second inserts a new policy statement on the principle of the healthy home and requires the government to prepare a statement to explain how the principles will be implemented and adhered to in a way that takes account of a building development's urban, suburban, or rural location, plus a progress report for each annual reporting period.
- NALC's concerns about national development management policies were highlighted in an amendment by Liberal Democrat peer Baroness Thornhill with support from across the house. The new clause stipulates the process for the government to designate and review a national development management policy, including minimum public consultation requirements and a process of parliamentary scrutiny.
- Another issue of concern to NALC has been Local Nature Recovery Strategies (LNRS) and Liberal Democrat peer Baroness Parminter tabled an amendment to introduce a new clause which set out the relationship between LNRS and statutory development plans to ensure their objectives were delivered and aligned with development plans. The government committed to publish new guidance on LNRS shortly, and the amendment was withdrawn.
- Other amendments passed of interest were a new requirement for the government to engage with local authorities to devise strategies to reduce the number of high street financial services becoming vacant premises and a series of government amendments relating to planning data regulations.

Office of National Statistics

The Office for National Statistics has now released Census 2021 estimates for usual residents and households at the parish level in England and Wales. This release provides census estimates for usual residents in parishes by their sex, ethnic group, general health, and some other key characteristics — **find out more on the data.**

NALC Policy Committee

NALC's Policy Committee held an additional online meeting on 8 September 2023. Here are a few highlights:

- The committee received a summary of NALC's response to the recent Home Affairs Select Committee Inquiry into the draft Terrorism (Protection of Premises) Bill, also known as Martyn's Law. Helen Ball, clerk of Shrewsbury Town Council, presented the bill's implications on the sector and shared her experience of organising the type of large events which would be in the scope of the legislation. The presentation had also been provided to the NALC Larger Councils Committee's recent workshop, where they also supported the next steps of setting up a steering group, engaging

with the government and other stakeholders, working closely with the Society of Local Council Clerks, and developing a communications plan, best practice, and sector support needs.

- The committee considered the headlines of our draft response to the government's current consultation on **local plans**. It was agreed that NALC's main lines of response will be that neighbourhood plans need to be well-resourced and strengthened with their links to local plans retained, that local planning authorities should not be required to update their local plans every five years, and that Neighbourhood Development Management Policies should be removed from the planning system altogether.
- Councillors also considered key points we will be making to the government's **permitted development rights consultation**. NALC will argue against the extension of undemocratic permitted development rights in the local planning system, welcome the use of design codes locally, and continue to push for planning to be kept local and democratic through local councils and their communities.
- The committee was joined by David Preston, chief executive of the National Association of British Market Authorities (NABMA), who spoke about their work and campaigns to support and promote local markets, highlighting that 100 local councils are currently NABMA members. Informed by their markets survey, NABMA's **Markets First** campaign seeks to promote markets across local government and beyond as low-cost and low-risk start-up opportunities. The committee agreed on the principle of supporting the campaign and working more closely with NABMA.

Blue Plaques

The government **announced** on 8 September the expansion of the official blue plaques scheme, which currently operates only in London, to cover all of England. This expansion, to be discussed as part of the Levelling Up and Regeneration Bill, will allow people across England to celebrate local historical figures by nominating them for blue plaques on buildings associated with these figures. The Department for Culture, Media, and Sport (DCMS), Historic England, and English Heritage will collaborate to develop this nationwide initiative. While nominations for national blue plaques are not yet open, individuals interested in participating are encouraged to review English Heritage's **current selection criteria**.

NALC pushes local council hedgerow protection role

We have **urged the government to simplify the rules to protect hedgerows** and give local (parish and town) councils a more significant role. Responding this week to the Department for the Environment, Food and Rural Affairs (DEFRA) **consultation on hedgerow protection**, NALC argued that the current **Hedgerow Regulations 1997** should be simplified to make them easier to understand, more widely applied and give communities represented by local councils a more significant say in hedgerow protection in their areas. We also called for local councils to be consulted before hedgerows are removed and that the government should prioritise hedgerow protection like trees.

Natural England

Natural England is the government's adviser for the natural environment in England. Its purpose is to help conserve, enhance and manage the natural environment to benefit present and future generations. Its chair, Tony Juniper, spoke at our conference last November during the climate change session and agreed to set up a meeting to discuss how we could work together. NALC's chair, Cllr Keith Stevens and I met Tony's senior officials this week and discussed local councils' role in supporting their work and the importance of engaging effectively with councils and county associations, especially around developing **local nature recovery strategies**. We also used the opportunity to flag up concerns expressed by some councils about urban gull management and reiterate our ask that Natural England rethink its

approach of not issuing licenses to control the number of urban gulls.

English Rural Report on affordable housing

English Rural Housing Association published a report on **Land, Landowners and the Delivery of Affordable Homes in Rural Areas** on 11 September 2023. The report's main argument is that the need for affordable housing extends beyond city limits, often hitting rural communities hardest due to unique challenges such as high property prices and low average incomes. Rural Exception Sites have become a beacon of hope for such communities as these sites are designed to provide affordable homes that meet current local housing needs and remain perpetually. The report delves into relevant case studies that bring to life the transformative power of Rural Exception Sites, which I was pleased to see cite local councils as integral to the process and includes eight local council examples.

Home upgrades

The government launched the **£1 billion Great British Insulation Scheme to help some families insulate their homes**. Families in lower council tax bands with less energy-efficient homes will be offered upgrades such as roof, loft or cavity wall insulation. Customers can **use an online checker for the Great British Insulation Scheme to determine eligibility**. The tool will ask a series of questions – including how they heat their home, whether their home has solid or cavity walls, and if they are receiving any benefits. **A separate online checker has also been launched for the Home Upgrade Grant**, which will help off-the-gas-grid homes with an energy performance certificate rating of D to G. The grant provides energy efficiency upgrades and low-carbon heating to households in England. Customers using the online tools will then be referred to either their energy supplier for support from the Energy Company Obligation programme and Great British Insulation Scheme or their council for the Home Upgrade Grant.

DALC Training

Cllrs have been emailed a list of training opportunities available between Sep – Dec 23

NALC Events

- 27SEP - ENGAGING WITH LOCAL COMMUNITIES THROUGH DIGITAL ENGAGEMENT
- 25OCT - EMPOWERING YOUNG VOICES IN YOUR COMMUNITY
- 14NOV - DEMOCRACY IN ACTION
- 22NOV - MAKING THE PLANNING SYSTEM WORK FOR LOCAL COUNCILS
- 15DEC - WINNING STRATEGIES FOR THE FUNDING GAME
- 31JAN - HOW LOCAL COUNCILS CAN BENEFIT FROM THE LEVELLING UP AGENDA
- 28FEB - THE GOOD, THE BAD, AND THE UGLY OF SOCIAL MEDIA IN THE LOCAL COUNCIL SECTOR
- 27MAR - RECONNECTING COMMUNITIES THROUGH COMMUNITY TRANSPORT

Correspondence log

Extract from the correspondence log:

Date	Name	Subject
30th August	REDACTED	Email from MoP about Cllr remuneration - sent to all Cllrs as requested.
30th August	Allotments Association	Hedge cutting and green waste dumping by resident
31st August	Local Police Officers	Reporting Graffiti and ASB

1st September	DCC	Stakerholder Relations contacts sent to relevant staff for scheduled work by DCC (not utilities)
4th September	Local Police Officers	Reporting Graffiti and ASB
7th September	REDACTED	Weedkiller use in the Cemetery
13th September	Various	Link for Skate Park consultation circulated
11th September	REDACTED	Weedkiller use in the Cemetery
11th September	REDACTED	Hedge Height at Cemetery
18th September	Dukes Office	Requesting a new lease for Eastgate
20th September	Church contact	Requesting permission for noticeboard
21st September	REDACTED	Weedkiller use in the Cemetery - follow up
21st September	REDACTED	Weedkiller use in the Cemetery - follow up
21st September	Chamber of Commerce	Busker Disturbance to Businesses
21st September	REDACTED	Reply to MoP asking about the replacement of removed stone slabs on the Plains
21st September	Totnes Gardens	Email notifying of fallen tree on the Plains
Various	REDACTED	Leechwells - ownership and Guardian
25th September	DCC	Reply regarding extension to scaffolding licence at 29 High St - impact on Christmas markets
25th September	REDACTED	Email to fabricator asking for alternative design for Entry to Fore St signage.

Cost of Living/TQ9:Together We Care

- The grant page is up and running on the website.
- Lisa is maintaining the Warm Spaces calendar which will of course be needed increasingly as the weather worsens and temperatures drop.
- Cllrs are encouraged to engage with the TQ9 Partnership where appropriate in their link roles and feedback through relevant working groups/committees.

Sustainability Officer

- 20's Plenty for Devon
 - Cllr Hodgson tabled a motion at DCC Council 7th September to support the campaign's asks – this has been deferred to a future meeting.
- Co Cars has done into administration so the e-bike trial won't be happening. I am considering what other options there may be to get e-bikes to town.
- Successful application to GWR to fund Bob the Bus Christmas Market bus provision, to include route via railway station
- Next Climate Hub drop-in session will be 6th October, 11-1pm.
- I have got agreement from SHDC to install bike racks at Steamer Quay (near Round Robin Tour building) and at Heath Way car park (gravel area with current inadequate bike parking). I am trying to get free bike racks off DCC.
- E-cocars now run by a new person who is keen to grow and expand the business. Expect to hear more from them.
- Air quality monitor in High St now up and running, with required holes drilled in the wood. It will be visible online shortly. On the same website, there is also a private monitor installed at Dartside: <https://www.iqair.com/uk/england/totnes/dartside>
- We expect to hear more updates on the LCWIP sometime in September.

- The Traffic & Transport Steering Group had a successful meeting with MP Anthony Mangnall 8 August. The notes from the meeting are attached (*not for circulation*).
- I am currently writing a draft Climate Change Policy to take to the CEEF for input.
- The Climate Emergency and Traffic & Transport pages on the TTC website really need updating - I am working with Amy on getting this done.

Council Assets/Venues

The Civic Hall and Guildhall feels really busy and Becky is doing an amazing job managing the volunteers and hirers. The Guildhall will remain open if only for limited hours until the end of October given the footfall still coming through.

Civic Hall Bookings April 2023 – March 2024

April 2023 <ul style="list-style-type: none"> • Pollen Tribe • Young Farmers • Anthony Mangnall MP • Spring Fair TTC • Wildora • Subversive • Environmental Activist Group Collective • Funeral wake 	May 2023 <ul style="list-style-type: none"> • Elections • Psychic Medium • Artisan Market • TAODS 39 Steps • Park School Performance • Annual Town Meeting TTC • Mayor Making TTC • Public Talk • Sika Sound Wave Journey 	June 2023 <ul style="list-style-type: none"> • Artisan Market • Acorn Property – public meeting • Subversive Healthcare Training • Wildora – public meeting
July 2023 <ul style="list-style-type: none"> • Artisan Market • Gem & Crystal Show • Subversive Health Training • English in Totnes 	August 2023 <ul style="list-style-type: none"> • Artisan Market • Theatre Royal Barn Dance • Dance & Drama Children's Summer School • Visit Totnes Summer Fair • Holistic & Wellbeing Festival • Wedding Reception Hall in use 25/30 days	September 2023 <ul style="list-style-type: none"> • Artisan Market • Flooring Refurb (one weekend) • Bowden Pillars Future Launch Event • Pollen Tribe Hall in use 21/30 days
October 2023 <ul style="list-style-type: none"> • Artisan Market • Caring Town Totnes • Churchill Retirement Living • Charity Music Concert • Totnes Jobcentre – Employment Workshop • Pollen Tribe Hall in use 24/31 days so far Construction Work to create new fire exits /increase capacity to begin.	November 2023 <ul style="list-style-type: none"> • T&D Flower Club • Polling Station • TAODS Rehearsals • Transition Town Totnes • Totnes Independent School Quiz & Curry night • Wedding Reception • Christmas Light Switch on 	December 2023 <ul style="list-style-type: none"> • Late Night Shopping x 3 • TAODS Rehearsals • Pollen Tribe
January 2024 <ul style="list-style-type: none"> • TAODS – Rehearsals & Performance 	February 2024 <ul style="list-style-type: none"> • Sharon Shannon Trio – live music • Totnes Rotary Big Band Night 	March 2024 <ul style="list-style-type: none"> • South Devon Primary – Meeting Q & A Panel

WEEKLY REGULARS

Mondays	Tuesdays	Wednesdays	Thursdays
Dance Collective	Club Exercise Class Club Exercise Class Hula Hoop Exercise Class	2 Margaret Morris Movement (Term time only) Fortnightly Extra Session Dance Collective	Dance Space

Guildhall Visitor Numbers 2023

Month	Visitor Numbers 2023	Notes	Visitor numbers 2022
April	750	Closed for 2 Bank Hols	CLOSED
May	647	Closed for 3 Bank Hols Closed for 2 Council Days Closed for 1 day maintenance	580
June	990		669
July	1156		915
August	1235	School hols - lots of children with parents/grandparents.	1012
September	786	A few days of partial closure due to volunteer shortages - illness/bereavement/holidays. Cllr Bennett has very kindly stepped in for a few sessions which has helped enormously.	870
October			CLOSED
TOTAL	5564		4046

Visit Totnes

TIC, website and social media stats

This month we hit 5,000 followers on Instagram!



visittotnes

Edit Profile

View archive

Ad tools



749 posts

5,031 followers

592 following

Visit Totnes

@60,998,247

Historic #Totnes is a vibrant market town on the River Dart, with indie shops & eateries surrounded by beautiful countryside ❤️ Tag #VisitTotnes
🔗 linktr.ee/VisitTotnes

7.7K accounts reached in the last 30 days. View Insights



River



Events



Indie shops



Walk



Totnes Festival



Experience



History

In August, we had 38,000 views of the Visit Totnes website and reached 105,500 accounts on Facebook and 9,000 accounts on Instagram.

Our most popular post on Facebook this month got over 850 likes and reached 47,000 accounts:



Beautiful shot of boats on the River Dart taken f...

Visit Totnes

Boost post

Post

14 August 18:05

47K

Acc

The Tourist Information Centre in the Market Square received a total of 532 enquiries in August with 502 of these in-person. 26% (139) were from local residents asking for bus timetables or vouchers for a free ride for the Summer Fair. (July 2022 = 474 enquiries)

Most-visited in South Devon

In August, our Totnes page on www.visitsouthdevon.co.uk was their number 1 most visited page.

Joint working

This month, I've continued to develop our joint working with Discover Dartmouth and Visit South Devon. We have two campaigns planned. One is a joint promotion of our two towns highlighting our connection via the River Dart. The other is a 'South Devon by Bus' campaign. Linking with Stagecoach, where we'll be promoting using the bus to get to Totnes or to get to other towns if you're staying in Totnes. This will highlight Totnes as the perfect hub for a sustainable holiday as well as encourage more tourists staying in towns like Dartmouth, as well as people living in Plymouth or Exeter, to visit us.

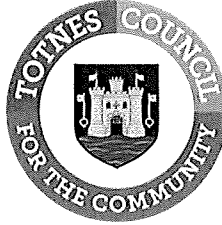
LVEP

I attended an online session with Heart of the South West outlining the plans for a Devon Local Visitor Economy Partnership (LVEP) to create a more cohesive tourism strategy for the county. It's still very early days in the formation of this partnership and this is being led at county and district level but I will be trying to make sure we get Totnes represented as much as possible in any plans or campaigns.

Catherine Marlton

Town Clerk

25th September 2023



DRAFT MINUTES FOR THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 4TH SEPTEMBER 2023 IN THE GUILDHALL

Present: Councillors e Price (Chair), (Acting Chair), G Allen, L Auletta, C Beavis, T Bennett, J Chinnock, S Collinson, T Cooper, J Cummings, J Hannam, J Hodgson (joined at 7.20pm), D Peters, B Piper, A Presswell and L Smallridge.

Apologies: Cllr Roberts and Cllr Hodgson was delayed due to emergency services in her road.

In Attendance: Four members of the public, DCllr Birch, 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 agreed unanimously.

The Committee will adjourn for the following items:

Reports from County and District Councillors.

- a. County Cllr Hodgson
- b. District Cllr Allen
- c. District Cllr Birch
- d. District Cllr Presswell

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

- a. County Cllr (C Cllr) Hodgson had circulated a report which covered roads, and the '20's Plenty' campaign.
- b. District Cllr Allen had submitted a report.
- c. District Cllr Birch had submitted a report and offered to do a presentation to all Councillors on the Freeport and its governance arrangements.
- d. District Cllr Presswell had submitted a report.

The Council reconvened.

3. CLERK'S REPORT (Standing Item)

To note the Clerk's Report for July and August 2023 (general updates and correspondence).

Noted.

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 3rd July 2023.

It was **RESOLVED** unanimously to approve and sign the minutes.

b. Extraordinary Full Council 24th July 2023.

It was **RESOLVED** unanimously to approve and sign the minutes.

c. Recess Committee 7th August 2023.

It was **RESOLVED** unanimously to approve and sign the minutes.

To note the following minutes:

d. Council Matters Committee 10th July 2023.

Noted.

e. Planning Committee 17th July 2023.

Noted.

5. 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 3rd July 2023.

No matters arising.

b. Extraordinary Full Council 24th July 2023.

No matters arising.

c. Recess Committee 7th August 2023.

No matters arising.

d. Council Matters Committee 10th July 2023.

No matters arising.

e. Planning Committee 17th July 2023.

No matters arising.

6. SOUTH HAMS DISTRICT COUNCIL COMMUNITY ECONOMIC PLAN

To consider participation in South Hams District Council's economic strategy project known as the 'Community Economic Plan' which is due to launch this autumn.

It was **RESOLVED** by majority to sign up to do the SHDC Community Economic Plan, subject to the Clerk seeking: further clarification about the partners and purpose of the plan; and a meeting with Ivybridge following their involvement to identify any lessons learnt before going ahead.

7. CASTLE MEADOW ANTI-SOCIAL BEHAVIOUR

To consider a request from the police to remove the one remaining bench in Castle Meadow to deter anti-social behaviour in the area.

The Clerk updated that the situation in Castle Meadow has improved with the removal of two of the three benches and police checks. It was **AGREED** to leave the remaining bench in place at the present time.

8. TOTNES SIGNAGE ARTWORK

To consider the artwork design for metal decorative signage above the "Totnes Town Centre" sign on The Plains.

It was **RESOLVED** to give the Clerk delegated authority to decide on the final options below (having asked all Councillors to vote by email on their preference):

- a) leave it as it is but clean it and repaint, adding the planter.
- b) new version of the design with an arch and new font.
- c) existing design with new font.

9. PLANNING DECISION APPEAL

To consider whether to apply for Rule 6 status for Council participation in two planning appeal cases linked to the Former Dairy Crest Site.

It was **RESOLVED** to request a representative at the Former Dairy Crest site planning appeals. The Planning Committee should decide who should attend.

10. LICENSING APPLICATION

To consider a licensing application for the Riverside Café, Steamer Quay Road.

Councillors were supportive of the idea with the following conditions:

- a) Provision of toilet facilities is essential (the only existing facilities are those in the SHDC Steamer Quay Car Park which are not open 24hrs).
- b) Opening times must be standardised to other licensed premises.
- c) Additional longer opening hours for special occasions should be dealt with by separate application.
- d) No off sales should be permitted.
- e) The safety in terms of the proximity to the river should be considered with barriers and/or stewarding/security provided (there is a stretch near the café where the riverboat docks which has no barrier/wall/chain at all). Risk there was considered very high due to poor visibility.

11. COMMITTEE MEMBERSHIP

To consider the committee, working group and link council membership and any changes requested.

It was **AGREED** to defer this item to the October meeting.

12. LIST OF MEETING DATES

To note a list of upcoming meeting dates.

Noted.

13. NEXT MEETING

To note the next meeting date of Monday 2nd October 2023, 6.30pm public session, 7.00pm formal meeting in the Guildhall.

Noted.

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.

14. CONFIDENTIAL ITEMS FROM COMMITTEE (Standing Item)

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

15. CIVIC HALL PILLARS ART PROJECT

To consider an update on the Civic Hall pillars art project (commercially sensitive).
It was **RESOLVED** by majority to appoint tender #7 to complete the Civic Hall pillars art project.

16. PAYMENTS CONTRARY TO FINANCIAL REGULATIONS

To consider the suspension of Financial Regulations section 5.3 to make payments in advance of goods received for (commercially sensitive). Document attached:

- a. Metal signage above the "Totnes Town Centre" sign on The Plains; and
- b. Christmas Lights Switch on Entertainers.

It was **RESOLVED** unanimously to approve the two requested exceptions to financial regs for payment in advance.

17. LEGAL CHALLENGE

To consider a recent case changing/challenging the terms of Councillor and staff declarations related to Council insurance (legal).

The challenge to insurers declarations was robustly discussed.

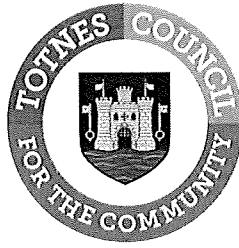
18. ELMHIRST PROJECT (Standing Item)

To consider (commercially sensitive):

- a. an update on the Elmhirst project (verbal update); and
- b. a resolution from one of the District Councillors (document attached).

The resolution from Cllr Birch was adopted and unanimously agreed - subject to there being absolutely no further expenditure without consideration by Full Council.

Cllr Emily Price
Chair



DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 11TH SEPTEMBER 2023 AT 6.30PM IN THE GUILDHALL

Present: Councillors B Piper (Chair), C Beavis, J Chinnock, J Hannam (from 1835), J Hodgson and D Peters.

Apologies: Cllr Bennett and Price.

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

1. APOLOGIES FOR ABSENCE

The Chair read 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

There were no members of the public present.

The Committee will reconvene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 10th July 2023 and update on any matters arising.

The minutes were **AGREED** as an accurate record of the proceedings.

3. BUDGET MONITOR

To consider the Budget Monitor including the reserves projection

This was considered and unanimously **AGREED**.

4. CLIMATE AND ECOLOGICAL EMERGENCY FORUM RECOMMENDATIONS

To consider recommendations from the Climate and Ecological Emergency Forum to fund from its budget the Energywise Show (£2456) and Bike Hub (£600).

This was considered. It was **AGREED** by majority to fund £2456 for the EnergyWise show subject to TTT being asked to provide an impact assessment post event and also asking them to get stallholders to contribute to offset the event costs. It was unanimously **AGREED** to fund £600 for the Bike Hub.

5. FINANCIAL REGULATIONS POLICY

To review an update to Financial Regulations (sections 2, 5, 6 and 9).

These were reviewed and unanimously **AGREED**.

6. HUMAN RESOURCES (HR) POLICIES

To review the following HR policies:

- a. Capability Policy and Procedures.
- b. Confidentiality, Data Protection and IT Usage Policy.
- c. Health, Safety and Wellbeing Policy.
- d. Pay Policy.
- e. Lone Working Policy.

Policies a-e were unanimously **AGREED** subject to minor amendments to the Health and Safety policy.

7. IDENTITY VERIFICATION

To consider whether the Council Offices should be verifying the identity of individuals for overseas pensions.

To **RECOMMEND** to Full Council that the Council allows the continuation of the service of proof of life/pension form certification subject to the insurer's consent and confirmation of coverage, and the following two Office procedures: a copy of the signed form is taken and kept; and photo ID is seen and also a copy kept for future reference.

8. CIVIC HALL ANTI-SOCIAL BEHAVIOUR

To note an increase in incidents of anti-social behaviour around the Civic Hall.

Noted.

9. CO CARS/CO BIKES UPDATE

To note an update on Co Bikes and the E-bike hire scheme.

Noted.

10. EXTERNAL AUDIT

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

Noted.

11. ARTS AND EVENTS WORKING GROUP

To note the minutes of the Arts and Events Working Group held on 19th July.

Noted.

12. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 9th October 2023 at 6.30pm in the Guildhall.

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)*

13. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for July and August (financial).

These were reviewed and unanimously **AGREED**.

14. STAFFING UPDATE

For any general or urgent updates that required confidential sharing with Councillors (staffing) including:

- a. To note a parental leave request from a member of the team.

The following staffing updates were noted:

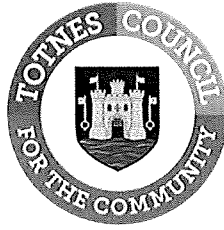
- a. Confirmation of parental leave request;
- b. Current sickness absence of a member of staff; and
- c. Dates of 2 day special carers leave for a member of staff with a child having surgery.

15. ASSET TRANSFER

To consider a transfer of assets from South Hams District Council (commercial).

To **RECOMMEND** to Full Council that Totnes Town Council formally approach South Hams District Council to request further information about possible asset transfers. This is to allow time to collate evidence and consider resource implications before budget setting.

Catherine Marlton
Town Clerk
September 2023



ITEMS 4c + 5c

DRAFT MINUTES FOR THE PLANNING COMMITTEE

MONDAY 18TH SEPTEMBER 2023 IN THE GUILDHALL

Present: Councillors T Bennett (Chair), L Auletta, S Collinson, T Cooper, J Cummings and L Smallridge.

Apologies: Cllrs Allen and Hodgson.

In Attendance: Cllr Beavis, 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 Bennett read out a statement about how the meeting would be conducted and recorded.

There were no apologies.

The Committee will adjourn Standing Orders for the following items:

PUBLIC QUESTION TIME

Cllr Beavis asked about item 11 (which would be discussed in Part 2) and the Traffic, Transport and Pedestrian Policy executive summary.

The Committee reconvened Standing Orders.

2. CONFIRMATION OF MINUTES

To approve the minutes of 17th July 2023 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. 2742/23/TCA - T1: Pittosporum Tenuifolium - Fell tree due to being unmanageable and potential to cause damage by the aggressive root system. 7 Plymouth Road, Totnes, TQ9 5PH. Support.

4. PLANNING APPLICATIONS

To make recommendations on the following planning applications:

4a. 2169/23/FUL – Demolition of existing foundry buildings & construction of new two storey foundry building & welfare facilities. Foundry and Fabrication Totnes Ltd, Babbage Road, Totnes, TQ9 5JD.

Support, but the Committee has the following comments:

- Waste Audit – no details provided.

- Lighting on the rear of the building next to the leat should be sensitive so that there is no detrimental affects on wildlife.
- Fumes – the Committee seeks reassurance that emissions that could be detrimental to air quality is being addressed in the new building.

4b. 2790/22/FUL - READVERTISEMENT (revised application form) Re-development works include internal refurbishment of site facilities block and installation of solar panels, replacement service points, installation of new barrier system, conversion of existing grass pitches into 47no.all-weather serviced pitches, a new tractor store & prefabricated reception building. Quay Caravan Club Site, Steamer Quay Road, Totnes, TQ9 5AL.
Support.

4c. 2800/23/HHO - Householder application for side extension adjoining west elevation of existing house & extension to west side of existing raised deck. 29 Pathfields, Totnes, TQ9 5TZ.
Support.

4d. 2289/23/HHO - Householder application for construction of single storey side extension to existing dwelling. 20 Denys Road, Totnes, TQ9 5TJ.
Support.

4e. 2838/23/HHO - Householder application for construction of single storey extension, demolition of existing outbuilding & structures, replacement with new flat roof & proposed porch (part-retrospective). 41 Higher Westonfields, Totnes, TQ9 5QY.
The Committee has chosen not to make a comment on this application.

4f. 2724/23/LBC - Listed Building Consent for removal of a small area of render on external wall, repoint with lime mortar, replace an oak lintel in the garden wall & repoint as necessary, fit a lead flashing to head of garden wall below the tie-bar & a lead cap to the top of the garden wall, cut back render on south facing wall to 100mm minimum above the paving level as an evaporation band, repair window, remove internal damaged plaster & re-plaster with lime mortar. 4 Gothic House, Bank Lane, Totnes, TQ9 5EH.
Support. The Committee welcomes the sensitive proposals for repair.

4g. 1962/23/HHO - Householder application for proposed conservatory. 45 Smithfields, Totnes, TQ9 5LR.
Support.

4h. 2634/23/VAR - Application for variation of conditions 2 (approved plans) 13 (use of proposed space) of planning consent 56/1714/98/F. The Forge, Collins Road, Totnes, TQ9 5PJ.
Support. The Committee welcomes the continued business use of this building.

5. TELECOMMUNICATIONS SITE

To consider the application for proposed development of a telecommunications site on Babbage Road (reference 2603/23/PAT).

The Committee makes the following comments on this application:

- We recognise the importance of efficient planning policy facilitating the telecoms infrastructure of the future and the value that brings across a broad range of applications, especially much needed economic development in the South West.

- We object to permitted development being allowed for speculative commercial operations. There is no promise that any mobile operator will place their transmitters on this mast.
- The height of the tower would create a negative impact on the visual identity of the historic centre of Totnes. It would be visible in a number of views, including non-industrial recreational spaces such as Borough Park and The Riverside Walk where it will be seen in front of St. Mary's Tower and the Castle on the hill disrupting the silhouette which forms an important characteristic view of the medieval burgh from the flood plain.
- The imposition on the community of any development without full planning applications is an egregious use of government policy. It undermines local authorities in their ability to determine appropriate development for their communities that are of good quality construction, sensitive to their surroundings, and environmentally considerate.

6. TRAFFIC, TRANSPORT AND PEDESTRIAN POLICY

To consider the updated Traffic, Transport and Pedestrian Policy and make a recommendation to Full Council.

To **RECOMMEND** to Full Council that the Traffic, Transport and Pedestrian Policy is adopted as written.

7. NALC RESPONSE TO LOCAL PLANS CONSULTATION

To consider any Council response to the National Association of Local Councils' response to the Department for Levelling Up, Housing and Communities (DLUHC) consultation on Local Plans, and make any recommendation to Full Council. [Note DLUHC consultation closes on 18 October 2023].

To **RECOMMEND** to Full Council that it responds to the consultation using the NALC wording, therefore reinforcing the NALC position which the Committee supports.

8. TRAFFIC AND TRANSPORT FORUM

To consider any recommendations from the Traffic and Transport Forum Steering Group held on 19th July 2023 and Forum held on 26th July 2023.

Noted.

9. DEPUTY CHAIR

To consider the position of Deputy Chair to the Planning Committee.

Cllr Smallridge resigned from the Deputy Chair role. Cllr Auletta was unanimously elected Deputy Chair.

10. DATE OF NEXT MEETINGS

To note the date of the next meeting of the Planning Committee – Monday 16th October 2023 at 6.30pm in the Guildhall.

Noted.

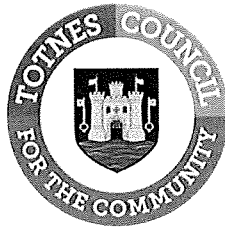
*The Committee were asked to **RESOLVE** to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960. (CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)*

11. PLANNING APPEAL REPRESENTATION

To nominate an individual to be the Council's representative under Rule 6 status for Council participation in two planning appeal cases linked to the Former Dairy Crest Site (legal).

Contrary to Section 11 of Standing Orders, and based on new information that has been received since the decision taken at Full Council on Monday 4th September 2023, to **RECOMMEND** to Full Council that it withdraws its application for Rule 6 status.

Sara Halliday
Governance and Projects Manager
September 2023



Items 4D + 5D

DRAFT MINUTES FOR THE TOWN MATTERS COMMITTEE

MONDAY 25TH SEPTEMBER 2023 IN THE GUILDHALL

Present: Councillors J Cummings (Chair), G Allen and L Smallridge.

Apologies: Cllrs Chinnock, Collinson, Piper, Price and Roberts.

In Attendance: Cllrs Auletta and Beavis, 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.

The apologies were received and accepted.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

In her role as a link councillor, Cllr Auletta wished to speak to item 3.

Cllr Beavis asked about the road surface under Eastgate, and had questions under items 3 and 7.

The Committee reconvened.

2. CONFIRMATION OF MINUTES

To approve the minutes of 26th June 2023 and update on any matters arising.

The minutes were approved as an accurate record of proceedings. Matters arising: Item 4. Community Conversation – It was **RESOLVED** by Full Council that: the timeline, branding and planned communications are accepted; the table in the survey for print purposes will display the monthly precept figures, with the table showing monthly and annual figures to be placed on the website; and the wording of the survey was accepted subject to a minor amendment.

Item 5. Motor Home Facilities at Longmarsh – It was **RESOLVED** by Full Council that it writes to District Councillors, and South Hams District Council's Environmental Health and Localities teams to register the town's concerns.

Item 6. Neighbourhood Watch Community Safety Charter – It was **RESOLVED** by Full Council that it signs up to the Community Safety Charter, which has now taken place.

*It was **RESOLVED** to suspend Standing Orders to enable wider Councillor discussion under Item 3.*

3. OPEN SPACE, SPORTS, RECREATION AND WELLBEING POLICY REVIEW

To consider a phased review and update of the Council’s Open Spaces, Sport Recreation and Wellbeing Policy (OSSRW) including projects for future section 106 investment.

Cllr Auletta explained that a review and update of the OSSRW would help to capture some geographical areas and provisions in the town not covered by the Neighbourhood Plan, and suggested that the inclusion of a vision, implementation plan, and map would be helpful additions.

The Committee reconvened.

It was **AGREED** that:

- Link councillors and councillor representatives on outside bodies are welcome to join future meetings to input their knowledge and thoughts on the relevant categories to be reviewed.
- The South Hams District Council OSSR format would be adopted as it is an easier to use template than the existing policy, with the officer to transfer the data across (including headings for a vision and map) and that this would be circulated to Committee members and link councillors in advance of the next meeting for comment.
- A timetable for the review of categories at future meetings would be produced and circulated to Committee members for comment, to start at the next meeting.
- The Council Assets and Public Realm Working Group is asked to review the ‘Churchyard and Cemetery’ category, and that the Traffic and Transport Steering Group is asked to review the ‘Greenways’ category.

4. COMMUNITY AWARD POLICY

To consider the draft Community Award Policy.

To **RECOMMEND** to Full Council that the policy is adopted, subject to an amendment clarifying who will be invited to attend.

5. SKATE PARK CONSULTATION

To consider the South Hams District Council consultation on the skate park and make any recommendation to Full Council.

To **RECOMMEND** to Full Council that:

- It supports the requirement and need for a skate park;
- The safety of skaters should be borne in mind in deciding on the location; and
- The Council will support the outcome of the consultation process.

6. CLIMATE AND ECOLOGICAL EMERGENCY FORUM

To note the minutes of the Climate and Ecological Emergency Forum held on 18th July and to consider the recommendation under item 4 that the Council formally support the Friends of the Dart request.

Noted. To **RECOMMEND** to Full Council that:

DRAFT Town Matters Committee, 25th September 2023

- It supports the Friends of the Dart Bathing Water Designation application by signing the letter of support [see end of minutes]; and
- It helps to share information about the Friends of the Dart's community designated river health project.

7. KEVICC ENGAGEMENT

To consider a request from KEVICC for Council engagement with its student enrichment activities and how the Council might support.

To **RECOMMEND** to Full Council that:

- It engages with KEVICC on this student scheme and that TOPS and the two primary schools in Totnes are offered similar levels of engagement; and
- Councillors are asked to put themselves forward for this role as representatives to outside bodies.

8. D-DAY 80TH ANNIVERSARY COMMEMORATIONS

To consider taking part in lighting a beacon (representing the 'light of peace') as part of national D-Day 80th anniversary commemorations.

To **RECOMMEND** to Full Council that it organises a beacon lighting for the town on Kingsbridge Hill as part of the national event on Thursday 6th June at 9.15pm.

9. RNLI REQUEST

To consider a request from the Royal National Lifeboat Institution (RNLI) for Council support.

To **RECOMMEND** to Full Council that it:

- Supports this request to speak with a member of the RNLI with the caveat that any funding will need to be part of any wider grant process; and
- Seeks a Cllr volunteer to hold this meeting with the RNLI representative.

10. DATE OF NEXT MEETING

To note the date of the next meeting of the Town Matters Committee – Monday 27th November 2023 at 6.30pm.

Noted.

Sara Halliday
Governance and Projects Manager

Dear Friends of the Dart,

Bathing water designation applications and Community Designated River Health for the River Dart, Devon.

I am writing in my role as a Town Clerk for Totnes Town Council, with the Council's support of your application for Designated Bathing Water Status for the River Dart at the following locations and Community Designated River Health (designed by our community to meet the needs of the river and community river long and for areas of our river with sensitive ecology).

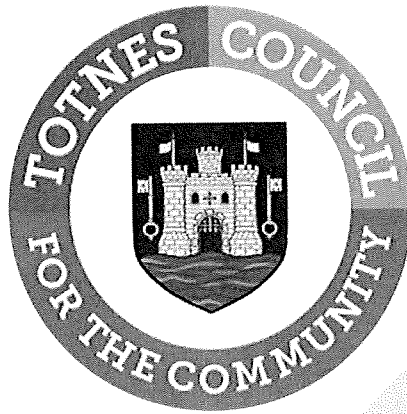
These are the applications that Totnes Town Council wish to support:

Totnes Steamer Quay
Stoke Gabriel
Dittisham
Dartmouth

Totnes Town Council believes that the River Dart has been used for generations for recreational purposes, our communities rely on the health of the river and the river ecology. For our local businesses, tourism and our local communities, the river is an integral and important central focus. Locations that are being submitted for bathing water status are areas that have easy access to the water with the infrastructure close by to support that access and where the riverbank will not be compromised by users. These locations are used by a whole range of people including boaters, swimmers, paddlers, canoeists, rowers, sailors, fishermen etc. The Town Council's role is to represent these community members.

Totnes Town Council also agree with Friends of the Dart that the entire river deserves to be sewage-free to preserve the delicate ecology and re-establish a balance of the natural environment. Therefore, the Council also support the Community Designated River Health project.

Totnes Town Council support Friends of the Dart in its efforts to gain Bathing Water Status and Community Designated River Health, and the Council are committed to protecting the river for current and future users. As such I strongly support this application.



Community Awards Policy

TOTNES TOWN COUNCIL

AGREED XX

NEXT REVIEW XX

In March 2022 Totnes Town Council launched its Community Award scheme to recognise the efforts of individuals who volunteer their time to help or enrich the lives of others in the community.

This policy sets out: the categories of award; eligibility; nomination process; Council consideration of nominations; format and presentation of awards.

Categories of Award

There are two categories of Community Award:

- Individual award; and
- Community group award.

Eligibility

Nominations should be for individuals or community groups that are carrying out their work within the Totnes parish boundary.

Individual Town Councillors and council officers are not eligible to receive an award under this scheme and any nominations for them (regardless of whether they are acting outside of their council role) will be discounted.

Nomination Process

Nominations are invited from members of the public and Councillors to propose one name per category for those who they consider deserve recognition for the time they give to the community. This could be through a number of different ways, for example: caring and supporting those in need; working with young people, the elderly or vulnerable; helping people's health and feeling of togetherness through exercise and sport.

Nominations can be made by email, in writing, by telephone or in person.

The timeline each year for the nomination process is as follows:

- February - nominations will be invited from the public through the Totnes Directory, Town Council Website and Social Media with a closing date of mid-March.

Council consideration of nominations

The timeline for Council consideration of the awards each year is as follows:

- End March - Town Matters Committee will consider the nominations received in Part 2 of the meeting, and make a shortlist of recommendations to Full Council.
- April - Full Council considers Town Matters Committee recommendation.

Format and presentation of awards

Depending on the number of nominations received, the top three nominees in each category (as determined by Full Council) will be invited to attend the Annual Town Meeting in May where the awards will be presented.

Council officers will write to all nominees informing them that they have been nominated and depending on numbers inviting them to attend the Annual Town Meeting.

Certificates will be produced and presented to all nominees, the runner up and winner in each category.

The winners of each award will be presented with a medal based on the town council logo, engraved on the back with the year, name of the winner and the category of award. The individual medal will be presented on a ribbon and the group medal in a presentation box.

All medals and associated costs will come from the Civic Events budget.

ITEM 5 – CONSIDERATION OF RECOMMENDATIONS

5a. Full Council, 4th September 2023

No recommendations.

5b. Council Matters Committee, 11th September 2023

Item 7. IDENTITY VERIFICATION - To consider whether the Council Offices should be verifying the identity of individuals for overseas pensions.

To **RECOMMEND** to Full Council that the Council allows the continuation of the service of proof of life/pension form certification subject to the insurer's consent and confirmation of coverage, and the following two Office procedures: a copy of the signed form is taken and kept; and photo ID is seen and also a copy kept for future reference.

Item 15. ASSET TRANSFER - To consider a transfer of assets from South Hams District Council (commercial).

To **RECOMMEND** to Full Council that Totnes Town Council formally approach South Hams District Council to request further information about possible asset transfers. This is to allow time to collate evidence and consider resource implications before budget setting.

5c. Planning Committee, 18th September 2023

Item 6. TRAFFIC, TRANSPORT AND PEDESTRIAN POLICY - To consider the updated Traffic, Transport and Pedestrian Policy and make a recommendation to Full Council.

To **RECOMMEND** to Full Council that the Traffic, Transport and Pedestrian Policy is adopted as written.

Item 7. NALC RESPONSE TO LOCAL PLANS CONSULTATION - To consider any Council response to the National Association of Local Councils' response to the Department for Levelling Up, Housing and Communities (DLUHC) consultation on Local Plans, and make any recommendation to Full Council.

To **RECOMMEND** to Full Council that it responds to the consultation using the NALC wording, therefore reinforcing the NALC position which the Committee supports.

Item 11. PLANNING APPEAL REPRESENTATION - To nominate an individual to be the Council's representative under Rule 6 status for Council participation in two planning appeal cases linked to the Former Dairy Crest Site (legal).

Contrary to Section 11 of Standing Orders, and based on new information that has been received since the decision taken at Full Council on Monday 4th September 2023, to **RECOMMEND** to Full Council that it withdraws its application for Rule 6 status.

5d. Town Matters Committee, 25th September 2023

Item 4. COMMUNITY AWARD POLICY - To consider the draft Community Award Policy.

To **RECOMMEND** to Full Council that the policy is adopted, subject to an amendment clarifying who will be invited to attend.

Item 5. SKATE PARK CONSULTATION - To consider the South Hams District Council consultation on the skate park and make any recommendation to Full Council.

To **RECOMMEND** to Full Council that:

- It supports the requirement and need for a skate park;
- The safety of skaters should be borne in mind in deciding on the location; and
- The Council will support the outcome of the consultation process.

Item 6. CLIMATE AND ECOLOGICAL EMERGENCY FORUM - To note the minutes of the Climate and Ecological Emergency Forum held on 18th July and to consider the recommendation under item 4 that the Council formally support the Friends of the Dart request.

To **RECOMMEND** to Full Council that:

- It supports the Friends of the Dart Bathing Water Designation application by signing the letter of support [see end of minutes]; and
- It helps to share information about the Friends of the Dart's community designated river health project.

Item 7. KEVICC ENGAGEMENT - To consider a request from KEVICC for Council engagement with its student enrichment activities and how the Council might support.

To **RECOMMEND** to Full Council that:

- It engages with KEVICC on this student scheme and that TOPS and the two primary schools in Totnes are offered similar levels of engagement; and
- Councillors are asked to put themselves forward for this role as representatives to outside bodies.

Item 8. D-DAY 80TH ANNIVERSARY COMMEMORATIONS - To consider taking part in lighting a beacon (representing the 'light of peace') as part of national D-Day 80th anniversary commemorations.

To **RECOMMEND** to Full Council that it organises a beacon lighting for the town on Kingsbridge Hill as part of the national event on Thursday 6th June at 9.15pm.

Item 9. RNLI REQUEST - To consider a request from the Royal National Lifeboat Institution (RNLI) for Council support.

To **RECOMMEND** to Full Council that it:

- Supports this request to speak with a member of the RNLI with the caveat that any funding will need to be part of any wider grant process; and
- Seeks a Cllr volunteer to hold this meeting with the RNLI representative.

Report to: **Executive**
Date: **21 September 2023**
Title: **Draft Corporate Strategy**
Portfolio Area: **Councillor Julian Brazil**
Leader South Hams District Council
Wards Affected: **All**
Author: **Andy Bates** Role: **Chief Executive**
Neil Hawke **Assistant Director Strategy**
Contact: Directors@swdevon.gov.uk

RECOMMENDATIONS:

That the Executive:

- 1. ENDORSE the draft Corporate Strategy (Appendix A refers);**
- 2. DELEGATE authority to the Assistant Director Strategy, in consultation with the Leader, Deputy Leader and Leader of the Main Opposition Group to apply any final amendments to the draft Corporate Strategy prior to commencement of the public consultation exercise;**
- 3. AGREE to commence the formal consultation on the draft Strategy;**
- 4. INSTRUCT the Senior Leadership Team and Assistant Director Strategy to support Executive Lead Members in the development of detailed delivery and resourcing plans for the Strategy; and**
- 5. AGREE to establish an Advisory Group for Economy and Jobs.**

1. Executive summary

- 1.1 This report sets out progress since the previous meeting in the preparation of a draft corporate strategy for the period 2024 – 28. Once adopted, the strategy will be the Council’s overarching strategic document setting out our ambitions and priorities for the district.
- 1.2 The report also sets out how we will continue with consultation on the strategy in order to shape delivery plans for consideration by Council in December 2023.

2. Background

- 2.1 At its meeting on 28 June, the Executive considered a report on 'setting priorities for the new Council' and agreed the approach and timeline for the development of a new 4-year corporate strategy aligned to the manifesto commitments of the new political administration in order to respond to the needs of our residents and communities in the South Hams;
- 2.2 The timeline for developing the strategy, including progress to date, is set out in Appendix A to this report.
- 2.3 In parallel with the development of the outline strategy, it was agreed to undertake a fundamental review of the Council's capital programme, earmarked reserves and Medium-Term Financial Strategy, to ensure these are aligned to the delivery of the new administration's plans (which is the subject of a separate report on this agenda).
- 2.4 Since the last meeting, Executive Lead Members, supported by Advisory Groups open to councillors from all political parties, have been refining the aims and ambitions for the district based on known challenges (such as lack of truly affordable housing and the climate and biodiversity crisis) and feedback from residents during the May 2023 election campaigns. This has provided an initial opportunity for views from the full membership to be reflected in the draft strategy.
- 2.5 As part of the consultation process, initial discussions have also been held with town and parish councils to understand local hopes, concern and priorities to further inform the wider aims and ambitions.
- 2.6 The draft strategy (Appendix B) is intended to act as a catalyst for further conversations with key partners and our communities over the coming months and to assist us with developing detailed delivery plans for the strategy, against which our progress and performance can be assessed.

3. Proposal and Next Steps

- 3.1 The draft corporate strategy is set out at Appendix B to this report and will form the basis for ongoing consultation and engagement. It is intended that it will be updated annually with appropriate amendments, probably relatively minor in most cases made, to the actions to ensure it remains relevant.
- 3.2 The draft strategy has been developed based on a number of discussions with Executive Lead Members (both individually and as the whole Executive) and through meetings of Advisory Groups for Housing, Climate & Biodiversity, and Community Services and Community Development. The advisory groups have been beneficial

in developing the work to date and it is recommended that a further advisory group is established in relation to economy and jobs.

3.3 It is recommended that a period of formal consultation will commence from 25th September and run through until 20th October (4 weeks). During this period, we will seek views on the draft aims and ambitions through:

- An online survey on the full strategy;
- A series of 'quick polls' on social media channels to gain feedback on specific aims and ambitions.
- Conversations with key partners including town and parish councils.
- Face to face attendance at a number of locations across the district to gain views from residents on our priorities.
- Make available (on request) a paper survey for anyone not able to provide their thoughts online.
- Provide all District Councillors with FAQ's and a briefing note to enable them to have discussions on priorities within their own communities.

3.4 When the consultation closes, the responses will be analysed, and Executive Lead Members will consider the feedback in order to make any refinements to the strategy alongside delivery of the detailed delivery & resourcing plans for each ambition.

3.5 The final strategy and delivery plans (including resourcing plans) will be considered by the Executive on 30th November 2023 and, subject to agreement, recommended for adoption to Full Council in December.

4. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance		The Corporate Strategy is one of the plans and policies that comprise the Council's Policy Framework. Consequently, decisions to approve, adopt or amend the Corporate Strategy and themes will be decisions of the Full Council.
Financial implications to include reference to value for money		There are no direct financial implications arising from this report. The Council will seek and align the Council's corporate strategy (what we plan to do) to the Council's medium-term financial strategy (how we plan to resource it).
Risk		

Supporting Corporate Strategy		Which corporate strategy theme is being supported and how?
Consultation & Engagement Strategy		What Consultation & Engagement has been carried out (or is to be carried out) as part of the proposals?
Climate Change - Carbon / Biodiversity Impact		The strategy will set out our commitment to climate and biodiversity
Comprehensive Impact Assessment Implications		
Equality and Diversity		
Safeguarding		
Community Safety, Crime and Disorder		
Health, Safety and Wellbeing		
Other implications		

Supporting Information

Appendices:

Appendix A – Timeline and Progress to date

Appendix B – Draft Corporate Strategy 2024 - 2028

Background Papers:

Corporate Strategy



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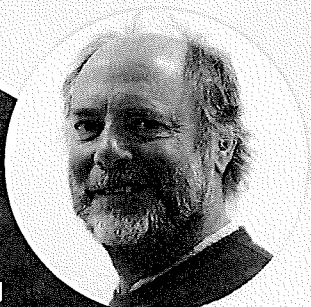
Introduction from the Leader

The South Hams is a unique and glorious place to live in. It has a landscape second to none and vibrant towns and local communities that make it very special.

However, dig below the surface and there are worrying underlying trends and sources of concern. The serious lack of affordable housing and soaring rents are causing real hardship as well as damaging the local economy.

We have an ageing population with all the care and support needs that implies. There are pockets of real deprivation as well as issues of rural isolation and loneliness.

Our local infrastructure is inadequate and not serving the needs of communities or the local economy. The effects of climate change and biodiversity loss are already knocking at our door.



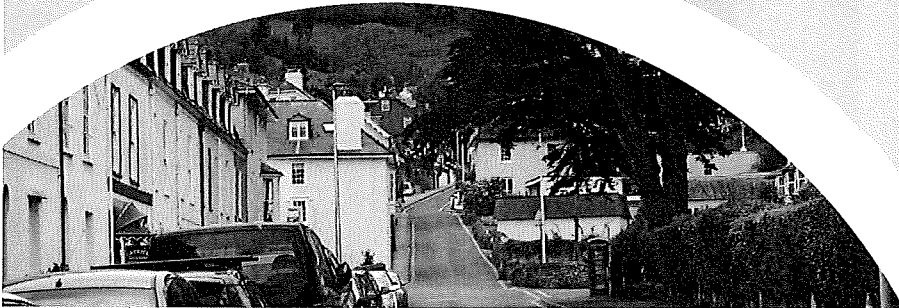
Cllr Julian Brazil
Leader
South Hams District Council

I am pleased to be able to set out our strategy for how we intend to deal with these fundamental issues and urgently work toward a realistic vision of the South Hams as a place with the best environment for people and for nature and which is resilient in the face of an increasingly uncertain future.

To deliver on our ambition, we have developed four key policy areas. These policy areas are not independent but, are designed to form part of a coherent programme and each policy will contribute to our climate change and biodiversity loss agenda. They will aid the building of sustainable, resilient communities across the South Hams.

We must be ambitious and driven. Rather than settle for being part of the pack, we should lead the pack; developing positive and ambitious policies that others can follow.

Of course, none of this can be achieved on our own. At the heart of our strategy, is the need to work in partnership with communities and to involve them in all aspects of the work of the Council and the journey ahead.



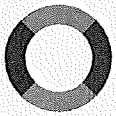
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Our emerging priorities



We have four key focus areas for the next four years, with our ambitions around Climate and Biodiversity being a consideration through everything we do.

We also know that we cannot achieve these aims alone. Working with our communities, and where possible, supporting them to achieve their own local ambitions will also be an important consideration for the Council.



As well as delivering our ambitions around climate, housing, economy, and frontline community services, we need to make sure that all our services are delivered efficiently and to a good standard. This particularly includes services that are delivered to all households and every community.



Cllr John McKay
Executive Member
for Climate & Biodiversity

Why Act?

July 2023 - highest global air temperature since records began.

2020 Greenhouse Gas Emissions across South Hams - 745k tCO₂e.

15% of species are threatened with extinction from Great Britain.



Climate & Biodiversity

Our Ambition

There is a **Climate Emergency** and while the South Hams contributes an insignificant amount to global warming, and the diffuse nature of local biodiversity loss will mean it has a very small overall effect, we have a duty to contribute to the huge challenge of Global Climate Change and to take real action now. There is an opportunity to show what can be done and have a much wider effect. The South Hams can, and should, strive to become an exemplar for what can be achieved.

Beyond doing what we can to drive down emissions, we must accept that climate change is already happening and we need to have in place a quantified strategy for adapting to changing conditions.

The Council is already starting to do a great deal with the funding it has received through the UK Shared Prosperity Fund and the Rural England Prosperity Fund and we need to build on this. There is however a desperate need for further help from central government in terms of both funding and legislation. We will use our influence to lobby central government directly, working with other Local Authorities and organisations such as the Local Government Association to address this.

Where possible, aligning objectives with other organisations, such as the South Devon AONB, the Devon Local Nature Recovery Strategy, the Devon Carbon Emergency Response team and others, we will be able to amplify the effectiveness of the funding available.

Our Key Partners and networks

Sustainable South Hams

Climate Experts Panel

Community energy groups



Our Primary Aims

1. 12% per year reduction in eCO2 emissions across the South Hams with a 40% reduction in 4 years.
2. 5.5% per year increase in biodiversity in the South Hams with a 20% increase in 4 years.
3. To form an adaption plan for the South Hams so there is a pathway to deal with the consequences of climate change.
4. To make the South Hams an exemplar for other local authority areas by showing what can be achieved.

Our Initial Actions

- Form a Climate Experts' Advisory Panel.
- Implement Project Assessment tool to consider environmental and social impacts.
- Continue to fund Sustainable South Hams.
- Investigate a thermal imaging lending scheme.
- Hold a Climate & Biodiversity Assembly.
- Promote the action taken across the South Hams to tackle the climate emergency – tell the story.
- Carry out feasibility studies on viable council car parks for solar canopies.
- Increase tree planting in urban areas, extend and improve our woodland and protect wildlife habitats.
- Set up a Councilor Environmental Fund to support community action.
- Work with a community energy group to increase availability of community owned energy within the District.



Cllr Denise O'Callaghan
Executive Member
for Housing

Why Act?

Average House Price
12.8 x Average Income.
3,895 second homes.
1,585 applicants on
housing waiting list.

Housing

Our Ambition

Providing good quality, genuinely affordable housing is a top priority for the Council. We understand the challenges for our residents languishing on housing waiting lists because of high demand and high prices. There are plenty of houses being built across the District, but not enough of them that locals can afford.

We'll be looking to make the best use of existing housing. Through grants, we have already begun upgrading the energy efficiency in homes for people on low incomes, and helped long-term landlords improve insulation and draught proofing – but we can, and will, do more. In one of the richest countries in the world, people should have a basic right to damp and mould-free homes, in reasonable repair, and the right to redress if they don't.

In the private rental market, prices are soaring, exacerbated rising mortgage rates, with this shortage made worse by landlords switching to more lucrative short term holiday lets.

There are already 3,895 second homes in the District and only 3,450 units of social housing – this in itself tells a story of the challenges being faced.

We will work with our Registered Provider partners and communities to get genuinely affordable housing built while supporting our most vulnerable residents find a home they can call their own, and wherever possible prevent homelessness.



Our Key Partners and networks

Registered Providers
i.e. LiveWest etc.

Private Landlords

Devon County Council

Our Primary Aims

1. Take action to ensure a good mix of the right houses, in the right places to meet the needs of residents, with a focus on affordable social housing.

2. Tackle damp and disrepair in rented properties.

3. Make sure that all new housing developments are carbon neutral as far as possible.

Our Initial Actions

- Support communities, and encourage Town and Parish Councils and landowners (such as farmers) to bring forward affordable housing schemes through Community Land Trusts and partnerships with other providers or charities.
- Review existing capital programme to make sure construction of council-owned and the existing Housing Association (HA) homes is a key part of capital spending.
- Invest in suitable property in our towns and villages to provide affordable and social rented accommodation.
- Mandate affordable and social housing as a high proportion of all new developments (Joint Local Plan (JLP) review process) and for all new homes to be primary residence only.
- Delivery of specialist accommodation for older residents to remain in their communities.
- Explore options for all new developments to be connected to nearest town or village by cycle routes or other means of carbon efficient transport.
- Implement holiday and second home double Council Tax as soon as we can.
- Consider a range of delivery partnerships to increase the availability of truly affordable housing.
- Deliver good quality temporary accommodation by accessing opportunities for grant funding (such as Local Authority Housing Fund).

Housing



Cllr John Birch
Executive Member
for Economy & Jobs

Why Act?

Supporting our 8,000 local businesses to flourish will help our residents to meet their career aspirations.

Our innovative businesses can lead the UK on crucial developments in decarbonisation, food resilience and the future of eco-tourism.



Economy and Jobs

Our Ambition

We are fortunate to have five vibrant towns in the South Hams along with a number of smaller but equally important community centres such as Modbury and South Brent.

Our ambition is to transform the South Hams economy into one which leads the way in business decarbonisation, the development of future green energy solutions, and where clean business growth is nurtured and supported. Our business community will play a significant role in meeting future food resilience in the UK, and growth within key sectors including marine, hospitality and agriculture will have a positive impact on local ecosystems, biodiversity and climate change.

We will work with the existing Plymouth and South Devon Freeport to ensure that it delivers inward investment, business growth and high-quality job opportunities to the benefit of South Hams' residents.

We will create a collaborative environment with our business community, empowering them to shape local economic policies, and Council activities including business grants and support programmes.

The Council is delivering a number of projects that directly support the economy; our UK Shared Prosperity Programme will provide targeted support for a number of important sectors including agricultural schemes such as regenerative farming, local food and drink distribution projects and a greener marine economy.

We aim, with businesses and partner organisations, to support a thriving, resilient economy that will lead on innovative solutions to national issues and provide residents with the opportunities to meet their aspirations.

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Our Key Partners and networks



Devon County, Plymouth City and the Town and Parish Councils

Local Chambers of Commerce and other business led groups

Specialist business support providers

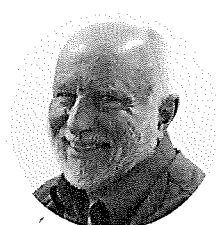
Our Primary Aims

1. Support our high streets and businesses to adapt for future demands.
2. Create an environment in which businesses in all sectors can innovate.
3. Maximise the impact of funding such as the UK Shared Prosperity Fund.
4. Invest in our local infrastructure (including broadband) to support economic growth.
5. Further develop our active travel network to sustainably connect our communities.
6. Leverage the strength of partner organisations to develop the skills of our residents.
7. Continue to maximise the benefits of the Freeport and the business it brings to our area.

Our Initial Actions

- Help to transform the South Hams into an exemplar green sustainable economy.
- Develop a South Hams business forum, and support local business partnerships to strengthen the Council's understanding of local business needs through continued engagement.
- Ensure that the Council's capital programme and investment strategies focus on investment in local community projects and business opportunities.
- Bring additional funding into the area to increase support and deliver crucial infrastructure.
- Provide bespoke support to business start-ups, growing businesses and inward investors.
- Continue to operate and increase our portfolio of business units.
- Deliver our programme of UK Shared Prosperity activities including -
 - Regenerative Farming Project;
 - Decarbonisation Plans;
 - Agri-Tech Adoption Project;
 - Food and Drink Distribution Projects;
 - Marine Economy schemes.

Economy & Jobs



Cllr Victor Abbott
Executive Member
for Community Services

Why Act?

Our frontline services are the most visible to our communities.

To make sure parks and open space use is fully made use of / used to their full potential.

To make sure frontline services contribute to our climate aims and ambitions.



Community Services

Our Ambition

There are many frontline council services which improve the lives of our residents and enhance public spaces. We will make sure we have the right staff, with the right tools and skills to deliver frontline services that our residents will value.

We will directly support our communities by carrying out playground checks, taking steps to discourage littering and fly-tips and carrying out environmental health checks. Our Grounds Maintenance and Property Services Teams will make sure that the parks, open spaces and buildings we own or look after, are maintained to a high standard. We'll also offer our services to our town and parish councils to do the same. At the same time, we will inspect, manage and protect more trees.

Our car parks are important for residents and visitors, from shopping in our town centres, to leisure visits to the coast. We'll work with town and parish councils to make sure we strike the right balance of cost to park while ensuring we can invest in improvements.

We know that our residents are concerned about the environment. Through our own frontline services we will make sure we do all we can to respond to these concerns including taking action to protect trees in our area. We'll also contribute to our efforts on mitigating climate change by exploring from above-car park solar panels and working with our leisure facilities provider (Fusion) to address energy use while also forming a part of our multi-faceted approach to better living.

By delivering effective frontline services, we will take steps to address our climate impact while also enhancing the wellbeing of communities across the District.

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Our Key Partners and networks

Town and Parish Councils

Fusion Leisure

Voluntary sector organisations



Our Primary Aims

1. Provide good quality responsive frontline services that represent good value for money for our communities.
2. Take steps to safeguard community assets for the people of South Hams.
3. Support local leisure and community facilities and promote the development of cycle routes and open spaces.

Our Initial Actions

- Review our resident-facing frontline services to make sure they are aligned to our priorities for the District.
- Support our communities to maintain and where possible enhance the everyday facilities within the community.
- Refresh our Equality Impact Assessments when making decisions about community facilities, making sure all policies and processes are fair and do not present barriers, particularly to those with access challenges
- Develop a plan to safeguard community assets for the future.
- Work with our leisure centre provider and community groups to promote active involvement in outdoor spaces.
- Enhance our green spaces and improve street sweeping and litter picking.

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Cllr Dan Thomas

Deputy Leader & Lead Member for Planning and Enforcement Services



Cllr Jacqi Hodgson

Executive Member for Community Composting and Chair of Waste Working Group



Cllr Nicky Hopwood

Executive Member for Customer Experience and Information Technology

Good Quality Core Services

Our Ambition

As well as delivering our ambitions around climate, housing, economy, and frontline community services, we need to ensure that all our services, in particular those that are delivered to all households and every community, are delivered efficiently and to a good standard.

Our waste and recycling service is one which must be delivered well, and we are committed to making sure this happens. But we want to go further by taking a lead in encouraging residents to use less in the first place, and by supporting community compost schemes and other initiatives which support recycling and biodiversity, and divert waste from incineration at the energy from waste plant.

Our planning and enforcement service is incredibly important to protecting the character of the District but also enabling delivery of homes that are energy efficient and meet the needs of our residents. So, we will drive forward our plans to speed up and improve the planning process.

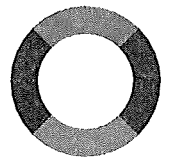
We will also continue to focus on improving customer access across our services, from enhancing and simplifying our online access while also making sure that those residents who cannot do it online are able to get the bespoke support they need.

Our Primary Aims

1. Make sure all residents can access the services they need easily, however they chose to do so.
2. To get things right the first time and respond.
3. To enhance services such as planning, enforcement and waste & recycling (including support for community composting).

Our Initial Actions

- Roll out of the full Devon Aligned Service across the District, so that all 45,000 households in the District can reduce their non-recyclable waste and increase recycling.
- Improve communication with applicants and the overall speed of planning decisions, supported by the delivery of a new online planning system.
- Develop plans to increase responsiveness of enforcement action to provide better outcomes for communities.
- Deliver on our organisational development plan which focuses on making sure we have the right skills, tools and organisational culture to meet the needs of our residents.
- Review all customer contact routes to guarantee consistency for our customers including delivery of new website.
- Make sure that our communications are clear and that residents are kept informed of important information and proposed changes that could impact them.
- Plan how we can assess the impact that our service and policy decisions have on the environment and on our communities.



... underpinned by

Financial Sustainability

Our financial sustainability is important to ensuring that we can deliver our priorities and good quality services to our residents. For many years local councils have received single year finance settlements. We will continue to lobby government for longer term certainty of our budgets, allowing us to make longer term plans.

Good Governance

We will make sure that we have a robust governance framework, improve scrutiny of council decision making, and that we shape our policies and strategies in consultation with our communities and key stakeholders – including transparency.

Community Development

We know that we cannot deliver a better future for South Hams alone. Our communities and the voluntary sector play a critical part in this. We will work with them and where we can, support them to deliver projects and schemes that will enhance the area for us all. We will also ensure that we invest in our own staff, making sure that they are equipped with the right skills and tools to provide responsive services.

Our contribution to a global blueprint

Adopted by the United Nations Members States in 2015, the sustainable development goals provide a shared blueprint for peace and prosperity for people and the planet now and into the future.

They are an urgent call to action by all countries, recognising that ending poverty and other deprivations must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth – all while tackling climate change and working to preserve our oceans and forests. This plan directly contributes to 11 of the 17 goals as highlighted throughout the document.

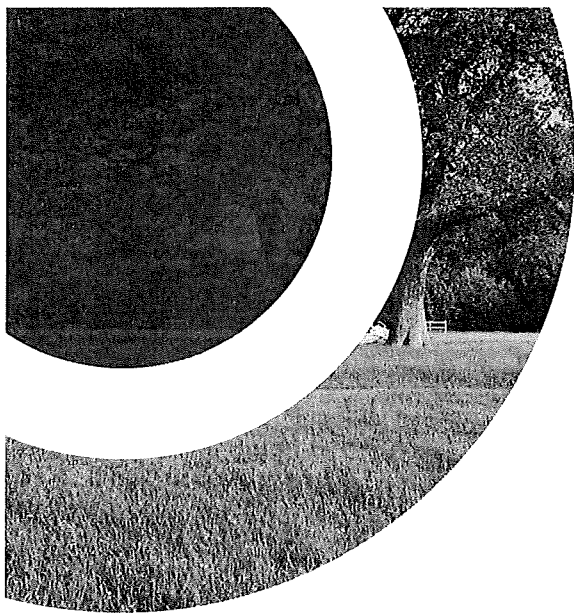


SUSTAINABLE DEVELOPMENT GOALS

South Hams District Council supports the Sustainable Development Goals

Want to know more?

<https://sdgs.un.org/goals>



COMMITTEE AND LINK CLLR PROPOSALS FOR 2023/24

Committee/Working Group	Frequency	Yes/No
Full Council	Monthly - first Monday @7pm	YES - ALL CLLRS ATTEND
Council Matters Committee	Monthly - second Monday @6.30pm	Cllrs Piper (Chair), Beavis, Bennett, Chinnock, Hannam, Hodgson, Peters & Price
Planning Committee	Monthly - third Monday @6.30pm	Cllrs Bennett (Chair), Allen, Auletta, Collinson, Cooper, Cummings, Hodgson & Smallridge
Town Matters Committee	Bi-monthly - fourth Monday @6.30pm	Cllrs Cummings (Chair), Allen, Chinnock, Collinson, Piper, Price, Roberts & Smallridge,
Council Assets and Public Realm Working Group	Bi-Monthly third Tuesday 12-1.30pm (2023 - Jun, Sep, Nov)	Cllrs Auletta, Collinson, Hodgson, Peters, Piper, Presswell & Price
Arts and Events Working Group	Bi-Monthly third Wednesday 12-1.30pm (2023 - Jul, Oct)	Cllrs Allen, Hannam, Piper, Presswell & Price
Climate Emergency Forum	Monthly third Tuesday 6-8pm	Cllrs Cooper, Cummings & Hodgson
Traffic and Transport Forum	Quarterly last Wednesday of the month 6.30-8pm (2023 - Jul & Oct)	Cllrs Auletta, Cummings, Hodgson & Peters (Cllrs Bennett and Collinson attend as representatives of other organisations)
Link Councillors		
Cultural Links	Cllr Piper	
Arts	Cllrs Allen & Piper	
Elderly and Vulnerable People	Cllrs Collinson & Presswell	
Young People/Youth	Cllrs Hannam & Hodgson	
Heritage	Cllrs Allen, Auletta & Price	
Open Space, Sports Provision and Leisure	Cllr Auletta & Piper	
Traffic and Transport	Cllrs Auletta & Cummings	

Environment, Sustainability & Air Quality	Cllrs Collinson, Cummings & Hodgson
Disability	Cllr Collinson
Business and Employment	Cllrs Bennett, Peters, Piper & Price
Representatives on Outside Bodies Frequency of meetings depends on the various organisations - monthly is the most frequent. Where information is known it is shown below.	
TADPOOL	Cllr Hannam
Totnes Allotments Association	Cllr Hodgson
Vire Twinning Association	Cllrs Cooper & Price
Totnes Municipal Charities and Totnes Bounds Charity	Cllr Allen
KEVICC Foundation Governors	Cllrs Bennett, Hannam, Price & Smallridge (Cllr Hodgson attends in her capacity as County Cllr)
Parish Paths Partnership	Cllr Allen
Totnes Hospital League of Friends	Cllr Hannam
Dart Harbour Community Group	Cllrs Cummings & Piper
DALC County Committee	Cllrs Hodgson & Price
DALC Larger Councils Committee	Cllr Price
Totnes Chamber of Commerce	Cllrs Bennett, Peters & Price
Fairtrade	Cllrs Allen & Hodgson
Caring Town	Cllrs Hannam & Price
Museum Trust	Cllr Allen
Network of Wellbeing	Cllrs Cummings & Hodgson
Bridgetown Alive	Cllr Piper
Friends of Totnes Museum	Cllr Allen
Daisy and Rainbow Childcare	Cllr Bennett
Inclusive Totnes [Disability]	Cllr Price
Police & Crime Commissioner Councillor Advocate	Cllr Piper

Totnes Community Development Society	Cllrs Piper & Price
Devon Countryside Forum	Cllrs Allen & Hodgson
Rural Service Network	Cllrs Allen & Hodgson
Friends of Salfit	Cllr Allen & Price
KEVICC/Totnes Schools Student Engagement	

ITEM 8 – LIST OF MEETING DATES

Month	Full Council, 7pm	Council Matters Committee, 6.30pm	Planning Committee, 6.30pm	Town Matters Committee, 6.30pm
October 2023	Monday 2 nd	Monday 9 th	Monday 16 th	No meeting
November 2023	Monday 6 th	Monday 13 th	Monday 20 th	Monday 27 th
December 2023	Monday 4 th	No meeting	Monday 11 th	No meeting

Arts and Events Working Group (12pm in the Guildhall) - 18th October 2023

Council Assets and Public Realm Working Group (12pm in the Guildhall) - 21st November 2023

Climate Emergency Forum (6pm third Tuesday of each month in person and/or via Zoom) - 17th October, 21st November 2023

Traffic and Transport Forum (6.30pm last Wednesday of each quarter (or Steering Group as required) in person and/or via Zoom) - 25th October 2023

October

- Full Council – 2nd October at 6.30pm
- Council Matters Committee – 9th October at 6.30pm
- Planning Committee – 16th October at 6.30pm
- Climate Emergency Forum – 17th October at 6pm
- Arts and Events Working Group - 18th October at 12.00pm
- Traffic and Transport Forum – 25th October at 6.30pm

November

- Full Council – 6th November at 6.30pm
- Council Matters Committee – 13th November at 6.30pm
- Planning Committee – 20th November at 6.30pm
- Council Assets and Public Realm Working Group – 21st November at 12.00pm
- Climate Emergency Forum – 21st November at 6pm
- Town Matters Committee - 27th November at 6.30pm
- Traffic and Transport Steering Group – 29th November at 6.30pm *if required*

December

- Full Council – 4th December at 6.30pm
- Planning Committee – 11th December at 6.30pm

