

## AGENDA FOR THE TOWN MATTERS COMMITTEE

### MONDAY 27<sup>TH</sup> NOVEMBER 2023 IN THE GUILDHALL

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

You are hereby **SUMMONED** to attend the **Town Matters Committee** on **Monday 27<sup>th</sup> November 2023** at **6.30pm** for a maximum of 90 minutes in the Guildhall for the purpose of transacting the following business:

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

#### 1. WELCOME AND APOLOGIES FOR ABSENCE

The Chair will read out the following statement:

Welcome to everyone attending and observing the meeting.

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

This meeting is limited to 90 minutes and therefore members are asked to raise their points succinctly and not repeat the same view expressed by colleagues if it does not add to the debate.

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

*The Committee will adjourn for the following items:*

#### PUBLIC QUESTION TIME

A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Committee or other items that affect Totnes.

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

#### 2. CONFIRMATION OF MINUTES

To approve the minutes of 25<sup>th</sup> September 2023 and update on any matters arising.  
Document attached.

#### 3. OPEN SPACE, SPORTS, RECREATION AND WELLBEING PLAN REVIEW

To review the following sections of the Council's Open Spaces, Sport Recreation and Wellbeing Plan (documents attached):

- a. Allotments

- b. Natural Spaces
- c. Civic Spaces

4. D-DAY 80<sup>TH</sup> ANNIVERSARY COMMEMORATIONS

To consider ideas to commemorate the D-Day 80<sup>th</sup> anniversary on 6<sup>th</sup> June 2024, including taking part in lighting a beacon (representing the 'light of peace'). Document attached.

5. EMERGENCY PLAN REVIEW

To review the Emergency Plan. Document attached.

6. SHADY GARDEN USE

To consider writing to South Hams District Council about the use of Shady Garden, and enforcing its use by those who have booked the space. Verbal update.

7. SKATE PARK CONSULTATION

To note the outcome of the recent consultation on the location of the Skate Park in Borough Park and next steps. Document attached.

8. CLIMATE AND ECOLOGICAL EMERGENCY FORUM

To note the minutes of the Climate and Ecological Emergency Forum held on 17<sup>th</sup> October. Document attached.

9. DATE OF NEXT MEETING

To note the date of the next meeting of the Town Matters Committee – Monday 30<sup>th</sup> January 2024 at 6.30pm.

Sara Halliday

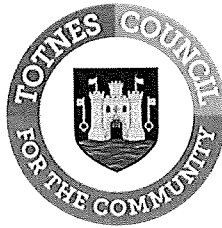
Governance and Projects Manager

22<sup>nd</sup> November 2023

**USE OF SOUND RECORDINGS AT COUNCIL & COMMITTEE MEETINGS**

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

Televised, vision and sound recordings or live broadcastings by members of the press or public at Councillor Committee debates are permitted and anyone wishing to do so is asked to inform the Chairman of the respective Committee of their intention to record proceedings.



## DRAFT MINUTES FOR THE TOWN MATTERS COMMITTEE

### MONDAY 25<sup>TH</sup> 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 26<sup>th</sup> 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, 25<sup>th</sup> 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 80<sup>TH</sup> 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 6<sup>th</sup> 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 27<sup>th</sup> 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.

Item 3

**ITEM 3 - OSSRW REVIEW – ALLOTMENTS, CIVIC SPACES AND NATURAL SPACES**

The Town Matters Committee is asked to review the comments below (dating back to 2017), update or refresh as required and consider any additional information, points or objectives to include which can be incorporated into the wider plan. The detailed information should focus on facilities within the Totnes parish, and then the additional free text box (not part of the SHDC template but helpful for the Council to consider) can be used to record facilities in neighbouring parishes (Ashprington, Berry Pomeroy, Dartington, Harberton and Littlehempston).

For a key of the abbreviations:

B = location in Bridgetown

T = location in Totnes Town

[Officer Note: Key to highlighted text in tables whilst document being reviewed: Text highlighted in: yellow – information from the South Hams OSSR Study JLP Final Document, 2017; blue – SHDC Playing Pitch Strategy action plan dated Oct 2021.; pink – SHDC Officer updates/emails from Sep 2023.]

Type of open space and policy standard	Owners	Quantity shortfalls/deficiencies	Quality shortfalls	Access shortfalls
<b>Allotments</b>				
<p><b>Purpose:</b> Provide opportunities for people who wish to grow their own produce. The provision of allotments has increased in Totnes over the last 8 years. At a time of increased interest in sustainability, healthy eating and locally produced food, increasing the number of allotments is an important issue.</p> <p>Allotments falls into three separate categories: Statutory; Temporary; and Private. Their status reflects the degree of protection from development for other purposes. Statutory allotments fall under Section 8 of the Allotments Act 1925, being best protected in that a local authority must seek permission from the Secretary of State before selling or changing the use of such sites. Temporary and private sites have protection against change of use provided by the normal planning procedures.</p>				
Bridgetown – Rowsell’s Lane (B)	Duke of Somerset	<p>Comments from existing plan, not site specific:</p> <p>The information on the overall quantity and quality of existing allotments is held by different landowners. An</p>	<p>Comments from existing plan, not site specific:</p> <p>- Potential contamination of sites.</p>	<p>Comments from existing plan, not site specific:</p> <p>-The allotments tend to be on the edge of town due to the pressures on land in the middle of</p>

Type of open space and policy standard	Owners	Quantity shortfalls/deficiencies	Quality shortfalls	Access shortfalls
		overall survey of all allotments needs to be undertaken and related to known information on the demand. This should relate to 1/4 - 1/2 - 3/4 and full-size plots.	<ul style="list-style-type: none"> <li>- Land features.</li> <li>- Need for suitable facilities on site and planning issues.</li> </ul>	<p>town. This presents some accessibility problems for certain residents.</p> <p>- Alternative uses for either allotments or growing land should also be developed to give greater access for those who have difficulties/disabilities.</p>
Bridgetown Hill (B)	Totnes Allotment Association	0.21 hectares		Better signage and information.
Camomile Lawn (B)	?	4 x full plots and 2 x half plots.		
Smithfields (T)	SHDC	0.15 hectares		Better information signage required at entrance.
Castle Meadow (T)	Totnes Town Council managed by Totnes Allotment Association	3 x full plots, 11 x half plots and 4 x quarter plots. 0.20 hectares		Some signage improvements needed at road entrance for orientation.
Kingsbridge Hill (T)	Totnes Allotment Association	0.65 hectares		Better signage and information at entrance – no general public access but very unwelcoming.
Information on facilities in neighbouring parishes:				



Type of open space and policy standard	Owners	Quantity shortfalls/deficiencies	Quality shortfalls	Access shortfalls
<b>Civic Spaces</b>				
<b>Purpose:</b> Providing a setting for civic buildings, public activities and community events. Civic spaces are important and the character and quality of them say a great deal about the town itself.				
Steamer Quay Café Area (B)	SHDC	<p>Comments from existing plan, not site specific:</p> <ul style="list-style-type: none"> <li>- Current range of civic spaces must be maintained.</li> <li>- New civic spaces to be developed to provide greater community access and facilities for a variety of uses.</li> </ul> <p>0.2 hectares</p>	<p>Comments from existing plan, not site specific:</p> <p>Opportunities for the enhancement of civic spaces should be sought in consultation with local communities and where any development is proposed nearby.</p>	<p>Comments from existing plan, not site specific:</p> <p>Access to civic spaces should be made as effective as humanly possible. A wide variety of opportunities for the community use of civic spaces should be sought and the areas made easily to undertake them.</p> <ul style="list-style-type: none"> <li>- Update signage/interpretation for boat/bus visitor welcome and orientation to town centre.</li> <li>- Better maintain furniture, benches, paths, etc.</li> <li>- Subject of Totnes Trust scoping study for improvement project.</li> </ul>
Steamer Quay Business Units (B)	SHDC	0.39 hectares		- Need link signage between Steamer Quay and Longmarsh.

Type of open space and policy standard	Owners	Quantity shortfalls/deficiencies	Quality shortfalls	Access shortfalls
The Plains (T)	SHDC	0.22 hectares		<ul style="list-style-type: none"> <li>- Need better maintenance of furniture.</li> <li>- Better coordinated visitor orientation signage, as ad hoc at present.</li> <li>- Better maintenance of furniture needed, and bases of plane trees.</li> </ul>
Civic Square (T)	SHDC	0.22 hectares		<ul style="list-style-type: none"> <li>- Subject of Tothnes Trust (or other org?) masterplan for improvements.</li> <li>- Needs an uplift – surface, furniture, signs, ‘welcome’, etc.</li> </ul>
Shady Garden (T) [Note: SHDC OSSR map shows this under Parks and Gardens]	SHDC			
Rotherfold (T)	SHDC	0.06 hectares		<ul style="list-style-type: none"> <li>- Tothnes Trust needs to finish current improvement works, then needs welcome signs and information, and to provide for regular community events.</li> </ul>
Information on facilities in neighbouring parishes:				

Type of open space and policy standard	Owners	Quantity shortfalls/deficiencies	Quality shortfalls	Access shortfalls
<b>Accessible Natural Spaces</b>				
<b>Purpose:</b> Areas for wildlife, quiet enjoyment and environmental awareness, including woodland, meadows, heath, moor land and coastal areas.				
Elm Walk/Chicken Run (B)	SHDC	<p>Comments from existing plan, not site specific:</p> <p>There is no overall shortage of available countryside, wildlife sites and woodland surrounding Totnes but opportunities exist to look for further natural open spaces and woodlands, both within and outside of the Parish boundary. These would need to be integrated into the Green Mosaic around the town, the usage and management identified and agreed.</p> <p>0.91 hectares</p>	<p>Comments from existing plan, not site specific:</p> <ul style="list-style-type: none"> <li>- The maintenance and management of the sites would need to be with partners seeking opportunities for land management and obtaining grants to further enhance the management and support of the areas.</li> <li>- Reconciling potential conflicts between public access and appropriate conservation management regimes in natural spaces on the town fringe, while promoting opportunities for the understanding and enjoyment of the individual area's special qualities by the public.</li> </ul>	<p>Comments from existing plan, not site specific:</p> <p>Access to the sites in and around towns and villages need good public rights of way and greenways. Opportunities to increase links to sites to enable walkers and cyclists to access them which would make them more accessible and the use of them to provide a greater health benefit for residents and visitors.</p> <ul style="list-style-type: none"> <li>- Subject to Bridgetown Corridor S106 upgrade of access for all path?</li> <li>- Conservation work in woodland.</li> <li>- Better maintenance of furniture.</li> </ul>

Type of open space and policy standard	Owners	Quantity shortfalls/deficiencies	Quality shortfalls	Access shortfalls
Pathfield Close (Parkers Way Natural Space) (B)	SHDC?	0.23 hectares		<ul style="list-style-type: none"> <li>- Subject of Bridgetown Alive! master plan, along with play space and green space.</li> <li>- Completely overgrown with bramble; needs vegetation structure.</li> <li>- Could have great play/education value.</li> </ul>
St John's CofE Primary School Nature Area (B)	Exeter Diocese	0.38 hectares		<ul style="list-style-type: none"> <li>- Limited as not publicly accessible.</li> </ul>
Colwell Wood (T)	The Woodland Trust lease land from adjacent housing association	0.95 hectares		<ul style="list-style-type: none"> <li>- Needs to be better signed from Western bypass, and more welcoming at entrance.</li> </ul>
Follaton Arboretum (T)	SHDC	6.31 hectares		<ul style="list-style-type: none"> <li>- Interpretation sign due for installation soon.</li> <li>- Requires track to be repaired/upgraded for access for all.</li> <li>- Need to link path to Follaton Oak development via woods.</li> <li>- Better maintenance of benches/furniture needed.</li> </ul>

Type of open space and policy standard	Owners	Quantity shortfalls/deficiencies	Quality shortfalls	Access shortfalls
Castle Meadow (T)	Totnes Town Council	0.95 hectares		<ul style="list-style-type: none"> <li>- Requires better signage and info of where you can walk, maybe a map board.</li> </ul>
Malt Mill Woodland (T)	SHDC	1.15 hectares		<ul style="list-style-type: none"> <li>- Very poor access via low under-railway tunnel, no signing, dangerous/broken steps – cannot promote as usable public space.</li> </ul>
Vire Island (Riverside north of bridge) (T)		0.45 hectares		<ul style="list-style-type: none"> <li>- Need continued linking signage along riverside for visitor orientation.</li> <li>- Repair path surface by bridge (washed away).</li> <li>- Better furniture maintenance required.</li> </ul>
Riverside Weir Area (T)	SHDC	1.21 hectares		<ul style="list-style-type: none"> <li>- Potential educational value – refurbish pond/clipping platform.</li> <li>- Conservation management of woodland required.</li> </ul>
Riverside (Babbage Industrial Estate) (T)	SHDC	1.27 hectares		<ul style="list-style-type: none"> <li>- Better signage needed for orientation along path.</li> <li>- Subject of Environment Agency flood alleviation plan</li> </ul>

Type of open space and policy standard	Owners	Quantity shortfalls/deficiencies	Quality shortfalls	Access shortfalls
Riverside by KEVICC Fields (T)		0.39 hectares		re flood wall/habitat management. - Better furniture maintenance.
Information on facilities in neighbouring parishes:				

#### ITEM 4 - D-DAY 80TH ANNIVERSARY COMMEMORATIONS

The Town Matters Committee made a recommendation to Full Council in September 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.

Full Council on 2<sup>nd</sup> October AGREED that ideas to mark this anniversary would return to the Town Matters Committee in November for further discussion, with Cllrs Hodgson and Presswell invited to attend.

The Committee is asked to consider whether the town should light a beacon to commemorate the D-Day landings in 2024.

Information from the D-Day website:

The 6th of June 2024 marks the 80th anniversary of D-Day, when Allied forces mounted the largest amphibious invasion the world has ever witnessed. The D-Day 80<sup>th</sup> Anniversary initiative are asking villages, towns, cities and organisations of all sizes to mark the 80th anniversary of D-Day by lighting a beacon at 9.15pm on Thursday 6th June 2024, to represent the 'light of peace'. This would be followed by the reading of the International Tribute to those assembled (see below):

The Tribute

Let us remember those who gave their lives at home and abroad during the D-Day landings, whose sacrifice enables us all to enjoy the peace and freedom we have today.

Let us remember those who came home wounded, physically and mentally, and the friends and family who cared for them.

Let us remember those who returned to restore their relationships and rebuild their working lives after years of conflict and turmoil.

Let us remember the families that lost husbands, wives, sons, daughters and sweethearts.

Let us remember the servicemen and women and merchant seafarers of all faiths and nationalities - from all countries - who fought, suffered and died during the D-Day landings and six years of war.

Let us all remember those in the Royal Navy, Army, Royal Air Force, Merchant Navy, and our Allies - the brave people who kept us safe on the home front and abroad and those in reserved occupations during the difficult time of war.

Let us remember the brave doctors and nurses who cared for the wounded, the men and women who toiled in the fields, the coal mines, the factories and the air raid wardens, police officers, firemen, ambulance drivers and the young people of the Scouts and Guides who all played such a vital role in the war.







## Emergency Plan

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TOTNES TOWN COUNCIL

AGREED DECEMBER 2021

NEXT REVIEW NOVEMBER 2023

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*This plan sets out how Totnes Town Council is likely to respond to various emergencies that the town and community might face.*

## Introduction

This Plan has been developed to complement the overall risk arrangements, help maintain critical services during and after any major disruption and promote recovery. The Council is often the most accessible tier of local government and has a role as a community leader, and as such would have a key role in helping the Town deal with and recover from a major emergency. The statutory responsibility lies with Devon County Council in conjunction with various other agencies, including the emergency services and South Hams District Council. The Town Council will support the principal authorities in implementing their Major Emergency Plan and make its resources available to them. [The Devon Emergency Planning Service plans can be found at these links:](#)

[Response Plan - https://www.southhams.gov.uk/sites/default/files/2023-08/DEPS%20Response%20and%20Recovery%20Plan%20Parts%201%20and%202.pdf](https://www.southhams.gov.uk/sites/default/files/2023-08/DEPS%20Response%20and%20Recovery%20Plan%20Parts%201%20and%202.pdf)

[Recovery Plan - https://www.southhams.gov.uk/sites/default/files/2023-08/DEPS%20Response%20and%20Recovery%20Plan%20Parts%203%20and%204.pdf](https://www.southhams.gov.uk/sites/default/files/2023-08/DEPS%20Response%20and%20Recovery%20Plan%20Parts%203%20and%204.pdf)

## Objectives

The prime objective for this document is to identify the resources that are available within the town to support the Emergency Services and Principal authorities. The second objective is to assist other agencies to promote the importance of local emergency planning and to identify means of disseminating relevant information to householders and businesses.

## Who to Contact

In the case of an emergency the first point of contact is 999. If the emergency is related to a need for access to one of the Town Council buildings, i.e. the Civic Hall or the Guildhall then the points of contact are as follows:

1. The Mayor – postholder changes annually, contact information available on the Town Council website, [see https://www.totnestowncouncil.gov.uk/your-council/your-councillors/](https://www.totnestowncouncil.gov.uk/your-council/your-councillors/)
2. The Town Clerk – current postholder Catherine Marlton. Emergency contact information Work – 01803 862147  
Home – REDACTED

[Out of office hours, the Clerk \(or a member of the management team\) will contact officers as required. Each member of staff will be issued with the staff handbook which has contact information for other staff.](#) On discovering or being advised of a disaster which might affect business continuity or a major civil emergency, the member of staff will contact the Town Clerk and/or the Mayor.

The Town Clerk will:

- Ensure all members of staff are contacted, advised of the situation and either put on standby or advised of the action required.
- Convene any necessary meetings of staff and/or Members.
- Consider staff welfare issues and take necessary action.

- Advise statutory authorities (e.g. emergency services, HSE etc) and insurance company as necessary.
- Advise the Mayor by phone where possible.
- Advise other Councillors by e-mail.

### Activating emergency access to the Guildhall or Civic Hall

Access will be granted to the Guildhall or Civic Hall by the Town Clerk or Mayor in the case of an absolute emergency and assuming that a keyholder can get to the building without risk to their safety and remain on site to provide the supervision and security as required.

### Defibrillators

The Town Council owns and maintains two defibrillators in the town – outside the Royal Seven Stars Hotel at the bottom of Fore Street and outside the Visitor Information Point at the Civic Hall on the Market Square. Other units are available in the town but community groups need to ensure these are registered and accredited to ensure that the caller can be signposted to the nearest working unit.

### Snow and Ice

The Town Council subscribes to Met Office weather updates. In the event of a red alert for snow the Town Council will:

- cancel all public meetings;
- advise staff to remain at home rather than travelling into the office;
- post updates on the website and social media with the latest advice from specialist agencies.

In the event of an amber weather warning or unexpected snowfall the Town Clerk has delegated authority to implement the above actions on a discretionary basis. Councillors and members of staff should not take any risks to travel into the office in the event of severe weather.

If any member of the community wishes to participate in the Snow Warden Scheme please contact the Town Council on 01803 862 147. Further information on the role and responsibilities are found at the following link -

<https://new.devon.gov.uk/communities/opportunities/snow-warden-scheme>

### Flooding

The Environment Agency has installed new flood defences to high risk areas of the town. They have volunteers to manually open and close the gates based on alerts they send out directly.

The Town Council is subscribed to Environment Agency updates and Met Office severe weather warnings and will publish these on social media to inform the community.

Residents and business owners are encouraged to register for updates on flooding directly at the following link: <https://www.gov.uk/sign-up-for-flood-warnings>

Alternatively you can register your details or cancel your account by calling Floodline:  
Telephone: 0345 988 1188, 24-hour service

For any serious flooding, or where lives are at risk, please call the emergency services by dialling 999.

Flooding in the road that has been caused by blocked drains or gullies can be reported to Devon County Council Highways on their website.

## Pandemic

The Town Council subscribes to NHS and Public Health England updates and in the event of a pandemic will:

- cancel all public meetings;
- advise staff to remain at home rather than travelling into the office;
- post updates on the website and social media with the latest advice from specialist agencies.
- act as a co-ordinator for various community groups who are able to offer practical assistance.

## Useful Links

South Hams District Council Emergency Planning information

[https://www.southhams.gov.uk/article/4028/Emergency-Planning-and-Response-](https://www.southhams.gov.uk/article/4028/Emergency-Planning-and-Response)  
<https://www.southhams.gov.uk/environment-and-nuisance/emergency-planning-and-response/what-councils-role>

Devon ~~County Council~~ Emergency Planning Partnership information

<https://new.devon.gov.uk/emergencies/>  
<https://www.depp.org.uk/>

## ITEM 7 – SKATE PARK CONSULTATION

South Hams District Council (SHDC) had around 180 responses to the consultation on the location of the skate park. 75% of respondents want the skatepark location to stay where it is, with 25% wanting it to move behind the leisure centre. More information showed that:

- Those that use skatepark themselves/take children to use the skatepark – 74% prefer the existing location.
- Those residents bordering Borough Park – 100% prefer existing location.
- Sports club users/members (rugby, tennis, bowls) – 75% prefer existing location.

Ward Members unanimously agreed to support the clear outcome of the survey and proceed with taking forward the proposal for a new skatepark in the existing location.

SHDC have engaged the key groups that have been supporting the project over the last few years, and to respondents of the survey that requested. SHDC have been back in contact with the skatepark contractors and will be submitting an application for a Certificate for Lawfulness as Permitted Development in December, if not early 2024. This will extend the existing footprint, whilst avoiding tree Root Protection Areas.

Fundraising towards the remaining shortfall for the proposed new skatepark can then continue, which will need to be led by the skating and wider community.



## Climate & Ecological Emergency Forum

17 October 2023, 6.30-8pm  
Guildhall, Totnes & via Zoom

### Present:

Cllr J Hodgson	JH	Totnes Town Council (Chair)
Cllr J Cummings	JC	Totnes Town Council
Maiken Hutchings	MH	Totnes Town Council, Sustainability Officer (notes)
	FB	Resident
	RO	Totnes Trust and Bridgetown Alive!
	BP	Totnes Climate Hub
	DL	Resident
	P	Resident (online)
Faithful Chanda	FC	National Grid (online from 19:05)

### 24/25 climate budget suggestions

The CEEF discussed the potential 2024/25 climate & green travel budget and come with some suggestions as to how it might be allocated: a food waste booklet; supporting Climate Hub outreach; NOx air pollution monitors; supporting Friends of the Dart; bigger outreach events. Further details can be found under item 4.

### Actions

1. MH to follow up with DL on reaching out to SHDC re reusable cup scheme support.
2. FC to send the group the contact details for the National Grid Local Authorities Officer.
3. MH to add Food Waste booklet to a future agenda for discussion.

### 1. Notes and actions from previous meetings

JH briefly ran through the actions from last week, most of which have yet to be completed.

There was a brief discussion around FB's diet flyer and related actions. This was agreed to be added to a future meeting agenda. It has been added to November's meeting for discussion.

- FB noted that we will be looking for guidance on how to get Councils to endorse the Plant Based Treaty. What is the process here?
- JH mentioned that it had been brought to SHDC last year but without success. She commented the new District Council makeup is probably more amenable to the project than before.

MH informed the group that the rest of the actions will be carried across for the next meeting.

## 2. Reusable cup scheme

DL gave a brief presentation on a scheme he is proposing for Totnes.

- Moved to Totnes in March and he has identified a returnable cup scheme as something the town could benefit from
- He is proposing a network of all coffee shops and cafes in Totnes
  - They all would use reusable cups for takeaway coffee which can be returned to any participating shop
  - Every day cups are picked up, cleaned and replaced. Redistribution and washing system.
  - This also allows people not to have to walk around with a cup after finishing their drink, which you do if you bring your own.
- This reduces the use of disposable cups
- Some initial costings he has made show that the price they would pay to participate in the scheme would be lower than what they pay now for the disposable cups.
- DL would buy in cups and distribute to shops
- Looking for feedback/input as well as Council backing, particularly with regards to up-front cost to get the ball rolling.

### Q&A

MH and FB both mentioned that Exmouth Town Council have just launched a scheme like this (which DL knew about) so there are case studies to learn from.

<https://exmouth.gov.uk/the-exmouth-cup/>

DL already has the contact details for their Climate Change Officer and is planning to meet with her to gain further insight.

**Is the plan that the people collecting and washing will be paid? If so, where will the money come from to pay them?**

- Yes, they would be paid. Once setup costs sorted, coffee shops pay into the scheme.
- Currently the cost is 5-6 pence for operating the cup. The amount the coffee shops currently spend on single use is higher than this. They already also often provide discounts for those bringing in their own cups.

**Could the scope be broadened to include plastic cups elsewhere, e.g., at pubs?**

- It would be good to extend beyond coffee shops, and also takeaway packaging.

**How does it work with someone having to collect, wash and redistribute? Will the coffee cups end up in the right place?**

- Tech will be answer here. DL's background is in product design and tech development. He would set up a system that would track the cups.
  - On side of the cup you'd have a QR code, you scan it, it logs the ID of the cup. When you hand it back, the shop scans a QR code again.



- DL noted that once this system and tech is set up, he would make it open source to allow other places to replicate.

**If you don't have to pay any deposit on the cup, would people not just keep the cup or throw it away?**

- There are different ways to mitigate this, through 'manipulation' of consumer behaviour, e.g., through giving some sort of reward for bringing them back.

**Is it something that could be piloted on a smaller scale to begin with?**

- Yes, that is possible. DL noted that he is about to sign the lease on a shop and start a cafe at the old butcher's shop in Bridgetown.
- They will start the system

JH informed Dean that since this is a commercial enterprise idea, he would benefit more from speaking to South Hams District Council as they can potentially provide business support. Totnes Town Council generally only supports charitable/not-for-profits. DL was asked to keep the group posted on progress.

**ACTION 1:** MH to follow up with DL on reaching out to SHDC

### **3. Presentation by Faithful Chanda**

Faithful Chanda from the National Grid have a presentation to the group via Zoom. The presentation slides are included in the Appendix.

#### **Q&A**

**Is the grid able to keep up with the demand/supply for new windfarms, solar etc?**

- Capacity is an issue which they acknowledge, they are working hard to improve this
- A lot of projects in the pipeline, upgrading some of the infrastructure across the network.
- Grid constraints an issue but most of the issues actually lie with the transmission system.

**Is it correctly understood that NG is offering financial support to community energy groups?**

- They do not provide financial support by rather guidance, particularly in navigating the application process.
- FC noted that there is funding being released shortly. The Community Energy Fund will distribute £10 million to community energy projects.
  - <https://www.gov.uk/government/news/communities-at-the-heart-of-new-fund-to-boost-local-growth-and-energy-security>

**There is a bit of a backlash against renewable energy, based on the number of new pylons that will need to criss-cross the country. Is it possible to have underground cables and would that get over the problem of the reaction to having countryside ruined by pylons?**

- There is a robust process of putting up new renewable energy developments and where communities are thoroughly consulted. NG don't normally get involved in this part. They do the technical assessments but not the public consultation.

**FC mentioned targets and helping the country work towards zero carbon. What are their targets for changing proportion of renewable energy?**

- NG released a business plan for 2023-2028 which includes the targets
- They are focusing on upgrading the system so that it is able to accommodate all forms of renewable energy. It also recognises that there are more and more EVs.
  - NG are putting in a lot of money to ensure the networks can cope with more EVs, more solar batteries, etc.

**Are we waiting for Hinkley C to go live before being able to add more renewable energy?**

- FC didn't know but said he can find out.

FC noted that if we would to have a discussion around what the local authority is doing – someone has just been employed to work directly with the local authorities. FC will send their name and contact details.

**ACTION 2:** FC to send the group the contact details for the National Grid Local Authorities Officer.

The group thanked Faithful for his time and his presentation.

#### **4. 2024/25 budget discussion**

JH introduced the discussion. TTC has over the past couple of years created a Climate Change and Green Travel budget. TTC Cllrs will be budget-setting in November and December and there is a risk of the budget being cut. It would be useful for Cllrs to have an idea of what we would spend the budget on, should money be allocated.

#### **Diet flyer**

FB made a proposal to support the wider printing and distribution of the diet flyer. It was suggested to discuss this further at the next meeting when it is on the agenda.

JH mentioned that the budget discussions are for funding from April next year. This diet flyer could be a current budget discussion.

#### **Food waste booklet**

JH mentioned that previously DCC did a food waste booklet which included recipes on what to do with leftovers. It was really good and well loved. This might be an option to support. Totnes Directory often has recipes in it from Riverford. Maybe the Directory could do a themed issue around food.

**ACTION 3:** MH to add Food Waste booklet to a future agenda for discussion

#### **Climate Hub outreach**

BP came with a funding suggestion – the Climate Hub are trying to increase their outreach events. For this they need a gazebo and publicity materials. Perhaps this could be added as a potential for funding.

#### **Air pollution monitoring**

TTC have recently installed an air pollution monitor on the High St. This was donated to TTC by a local resident. However, if you want to measure the impact of traffic, you need to measure NOx which this monitor does not measure. It was suggested that TTC could purchase a NOx monitor to get data on traffic pollution.

#### **Friends of the Dart work**

It was suggested that TTC could support the very valuable work being done by FoD, e.g., through purchasing of water quality monitors, or whatever else the group are struggling to fund..

#### **Major outreach events**

In the past TTC have supported outreach events. For instance, it has recently support the Energy Wise Show in November which is supporting residents with cost of living and sustainable energy and heating. It was suggested that more of these types of events could be supported. ShareShed was mentioned as another valuable organisation to support.

### **5. AOB**

JH encouraged everyone to spread the word on the referendum on the Neighbourhood Plan. More information can be found here: <https://www.totnestowncouncil.gov.uk/your-community/neighbourhood-plan/>

**End of meeting 20:10**

