



AGENDA FOR THE TOWN MATTERS COMMITTEE

MONDAY 29TH APRIL 2024 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 29th April 2024** 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), L Auletta, J Chinnock, S Collinson, A Presswell, 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 25th March 2024 and update on any matters arising. Document attached.

3. ELECTION OF CHAIR AND DEPUTY

To:

- a. Make a recommendation to Full Council for the Chair of the Town Matters Committee for 2024/25 (effective May 2024); and
- b. Elect a deputy chair for the Committee (from May 2024).

4. DRAFT COMMUNICATIONS STRATEGY AND COMMUNICATIONS PLAN 2024-25

To consider the draft Council Communications Strategy and Communications Plan for 2024-25 and make a recommendation to Full Council. Documents attached.

5. 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. Cemetery and Churchyard
- b. Greenways
- c. Parks and Gardens

6. CASTLE BOOKSHOP

To consider a request to the Council for a letter of support for the Castle Bookshop Community Ownership Fund application and make a recommendation to Full Council. Document attached.

7. DATE OF NEXT MEETING

To note the date of the next meeting of the Town Matters Committee – Monday 24th June 2024 at 6.30pm.

Sara Halliday

Governance and Projects Manager

24th April 2024

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 25TH MARCH 2024 IN THE GUILDHALL

Present: Councillors J Cummings (Chair), J Chinnock (from 1850), S Collinson (from 1850) and N Roberts.

Apologies: Cllr Smallridge.

Not Present: Cllrs Allen and Price.

In Attendance: A member of the public, 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 Committee will adjourn for the following items:

PUBLIC QUESTION TIME

The member of the public raised the need for CCTV coverage of the cash machine outside Lloyds Bank and asked that their Council Tax payment is used to fund this. They also spoke about the difficulty in contacting or getting a meeting with the Police and Crime Commissioner. The Committee suggested that the member of the public wrote to Lloyds Bank and the Police and Crime Commissioner about their safety concerns and CCTV request, and that the Council would consider this location, alongside others, should CCTV grant funding become available.

Cllr Beavis raised an incidence of fly tipping in Castle Street and the lack of bins in Longmarsh Car Park, particularly as a pop-up café licence application for the car park has been submitted.

The Committee reconvened.

2. CONFIRMATION OF MINUTES

To approve the minutes of 29th January 2024 and update on any matters arising.

The minutes were **AGREED** as an accurate record of proceedings. Matters arising: item 4 Emergency Plan Review – resolved by Full Council in February 2024; item 5 Road Markings –

resolved by Full Council and Totnes is due to have the road markings renewed (where judged necessary by Devon Highways) in 2024/25.

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

In discussion, it was **AGREED** that project areas would be added to the table in section 6, but that the detail and consideration of these projects should be carried out once all sections of the OSSRW Plan had been reviewed.

a. **Play Areas** There was discussion about identifying 'Local Neighbourhood Play Areas' as separate to town-wide assets (for example the facility in Borough Park), and including the play area at Nellie's Wood as a facility in a neighbouring parish. The officer will update the table based on discussions and Councillors are invited to review and update the document.

b. **Outdoor Sports** The value of the Borough Park Users Group was recognised in identifying the needs of various clubs in Borough Park and the shortfall in facilities at the Hockey Club. The officer will update the table based on discussions and Councillors are invited to review and update the document.

It was **AGREED** to extend the meeting by 20 minutes.

c. **Indoor Sports** The need for maintenance of the external and internal building fabric at the Pavilions, as well as the planned sporting facilities upgrades, was highlighted for inclusion. The Rowing Club will again be asked for input about their facilities and member numbers. The officer will update the table based on discussions and Councillors are invited to review and update the document.

The Committee reconvened.

5. DATE OF NEXT MEETING

To note the date of the next meeting of the Town Matters Committee – Monday 29th April 2024 at 6.30pm.

Noted.

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

6. COMMUNITY AWARD SCHEME

To consider the nominations for the Community Award scheme individual and group categories and make a recommendation to Full Council (personal information).

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

The meeting closed at 8.30pm.

Sara Halliday
Governance and Projects Manager

2024-9 Totnes Town Council Communications Strategy (incorporating Visit Totnes Communications Strategy)

Our communications goals

This Communications Strategy has been designed to support Totnes Town Council to achieve the priorities set out in the Strategic Plan, March 2024. It achieves this by proactively engaging and informing residents, businesses, local community groups, visitors, the media, and other key stakeholders and partners.

Totnes Town Council has identified three core strategic priority areas:

- Local community
- Local environment
- Local economy

Our communications strategy sets out to:

- Build awareness of the work of the Town Council, of relevant town activities and opportunities (community and wellbeing), and of Totnes as a visitor destination
- Collaborate and create an engaged community to encourage participation in decision-making processes
- Sell our services and activities (eg Guildhall and Civic Hall events, Christmas markets and artisan markets)
- Measure public sentiment (TTC)
- Demonstrate a commitment to transparency, accountability, and responsiveness
- Give residents and businesses a voice – and listen effectively to what is being said
- Track successes and respond when things can be improved
- Always be accessible/inclusive
- Be prepared to communicate effectively in a crisis situation
- Celebrate community achievements and initiatives

Supplementary to this strategy is the 2024-5 Communications Plan. This annual, agile document outlines month by month the primary planned communications activities for Totnes Town Council and Visit Totnes.

This strategy also sits alongside Totnes Town Council's Communications Policy, last updated in 2023.

The Visit Totnes brand sits within the Totnes Town Council family with a remit to support our local economy and build civic pride. It achieves this by showcasing the best of Totnes' natural assets as well as promoting local businesses, attractions and activities.

Our narrative

Totnes Town Council represents the best interests of the town and people of Totnes. The Council aims to empower and lead its communities, sustainably improve the quality of life for all those who enjoy living in or visiting Totnes, and to deliver efficient and effective services.

As a town, Totnes has always been proud to do things slightly differently. The people are not afraid to speak out and stand up for what they believe in. There is a shared love and respect of the natural and historical built environment. As a Council, we step beyond our statutory role to make sure the voices of the people and businesses in town are heard. We support the most vulnerable people in our community because it is the right thing to do.

Totnes Town Council's vision is for Totnes to be a vibrant town with a strong identity and heritage. We strive for it to be a place where people of all ages are proud to live and work. Totnes Town Council takes the lead helping residents to feel empowered to participate and engage. We collaborate to create a green/blue and safe environment with sustainable transport connectivity. We make the most of the town's visitor attractions and actively welcome tourists who contribute to the local economy. And we support all our businesses to make Totnes a place with highly skilled, inclusive jobs.

Who are we speaking to / listening to?

- Residents
- Local businesses – owners and staff
- Local stakeholders - community groups, partners (eg the police), District Councillors, Chamber of Commerce, and other business groups
- Other stakeholders – neighbouring parishes, District and County Councillors, Developers, local and regional destination management organisations, South West Visitor Economy Hub, Devon Local Visitor Economy Partnership
- Our people – Cllrs, staff
- Media – local, regional, national

Ways we communicate

Digital – TTC and VT website, Facebook, Instagram, X, emails, direct email, online surveys

*@TotnesTownCouncil currently has 1,600 followers on Facebook (40% in Totnes = 640) and 820 followers on Instagram (44% in Totnes = 360)

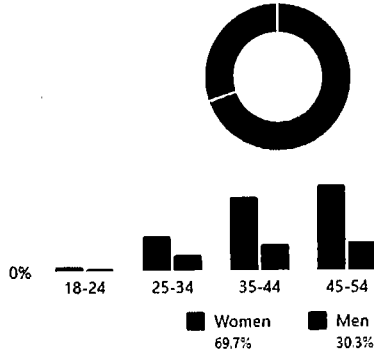
Facebook followers ①

1,680

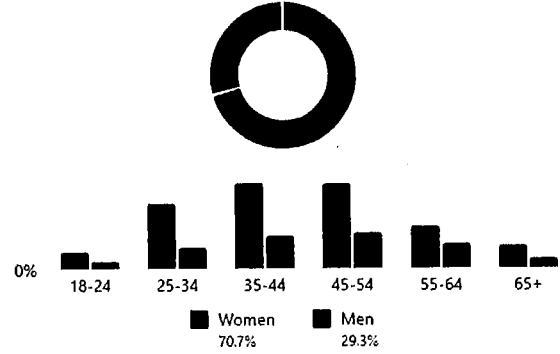
Instagram followers ①

826

Age & gender ①



Age & gender ①



Top towns/cities



Top towns/cities



@VisitTotnes currently has 5,300 followers on Facebook (16% in Totnes = 742) and 5,400 followers on Instagram (14% in Totnes = 756)

Clerk reports – to councillors

Print – advertising in Totnes Directory, posters, noticeboards, signs, letters, leaflets, maps, and newsletters

Face to face – committee and town meetings, attending stakeholder events, staff meetings, Totnes Town Council reception

Non-owned channels - media / press releases

Budget and resources

Sufficient resources need to be allocated each year for technology infrastructure and marketing materials to support our communication activities.

We will seek opportunities for cost-effective solutions, such as leveraging existing platforms and partnerships with local media outlets. Activities such as producing the Visit Totnes Map are cost-neutral due to advertising revenue.

Timeline

We will implement the communications strategy according to a phased timeline, with clear milestones and deliverables as set out in the communications plan.

We will regularly review and update the strategy and communications plan to ensure its alignment with evolving goals and priorities.

Monitoring/Evaluation

We will monitor the effectiveness of our communications strategy through metrics such as website traffic, social media engagement, survey responses, and attendance at public meetings. We will also gather feedback from residents, businesses and other stakeholders to assess satisfaction levels and identify areas for improvement.

The communications strategy and communications year plan are agile to adapt to changing needs, technologies, and community dynamics.

Crisis Communications

Our Crisis Communications cascade outlines the Totnes Town Council spokesperson(s) responsible for communicating with the media, stakeholders, and the public. It also highlights the procedures for timely and accurate communication during emergencies, natural disasters, or crises.

We will develop templates for emergency messages and updates across various communication channels.

Linking our communications strategy to our corporate strategy

Good communications can help to build a positive experience for stakeholders. Some examples of planned communications activities linked to the Town Council’s strategic objectives are listed below.

Local community

Local economy

Local economy

Strategic objective	Communications activities
Local community	
Support a lively, connected community and improve health and wellbeing outcomes for all residents <i>and</i> Ensure access to information about local events, activities and other community information	<ul style="list-style-type: none"> - Actively develop social media reach and engagement to maximise the number of local people who hear our news - Consult with relevant groups (eg Inclusive Totnes) to ensure everyone can access the information they need that can help TTC to address health inequalities in the town – in a variety of formats (digital, printed, posters/noticeboard, in-person) and locations. - Regular sharing of relevant voluntary, community and partner organisation information on TTC social media platforms: eg

	<p>warm space events, physical and social activity opportunities, housing and financial support, transport links etc</p> <ul style="list-style-type: none"> - Explore ways to modify the TTC website to make it more user-friendly/intuitive and increase use by residents - Use digital tools, such as QR codes, as appropriate to enable easy direct access to information - Investigate feasibility of creating an online calendar of health and wellbeing activities in the town - Totnes Town Council grant application process information to be shared via a mix of accessible digital and print formats - Dedicated, weekly updated external grant funding opportunities page on website - Encourage information sharing and community engagement by responding to comments on social media where appropriate (note social media policy of trolling) - Case studies/stories from town council grant recipients - VT digital platforms to continue to share details of events and activities - Consider value of publishing part of the monthly clerk report to keep residents informed on Council activities - Look for best ways for Cllrs to feed residents comments/suggestions that they receive back to officers to ensure residents' views are captured and responded to
Encourage active lifestyles for all	<ul style="list-style-type: none"> - Share relevant sports organisation information – eg, open days at Fusion, volunteering opportunities for Totnes Gardens - Investigate opportunity/feasibility to create a calendar of active lifestyle activities - Promote walking and cycling routes (including accessible for all routes) via VT website blogs and social media - Promote groups that may be help where there is a barrier to participation – eg, can provide low-cost equipment. 'Share shed for sports gear' - Sharing of regional and national health and wellbeing campaigns via social media platforms
Support the health and wellbeing of young people	<ul style="list-style-type: none"> - Utilise social media and face-to-face opportunities to actively engage with younger residents
Protect and enhance access to open, green and blue spaces	<ul style="list-style-type: none"> - Walking and cycling routes to continue to feature in Visit Totnes map

<p>This comes under both community and [REDACTED]</p>	<ul style="list-style-type: none"> - Promote local initiatives on social media. For example, work carried out by The Friends of the Dart - Share results of town council activities such as OSSRW - Communicate regular updates on issues that matter to the town, eg Market Square revamp - Share where TTC has enabled local groups to actively make a difference (eg, through grants)
<p>Support access to art and music in Totnes</p>	<ul style="list-style-type: none"> - Music and performance calendar on VT website and promoted via social media to encourage participation (locals and visitors) = ticket sales to support the activities - Invite community arts and music groups to showcase their talents at events, eg Christmas Markets
<p>Protect and improve the unique heritage and history of Totnes</p>	<ul style="list-style-type: none"> - Collaborate with heritage groups to share their work – eg, image bank, museum. Actively promote on VT website and social media to increase visitor numbers/income - Include heritage group representatives in Tourism partnership meetings -
<p>Work with the community and other stakeholders on place shaping and community development</p>	<ul style="list-style-type: none"> - Sharing photographs on social media highlighting historical beauty and significance of our town to help build civic pride - Encourage residents to share their photos and memories with us – share on social media and via events, such as annual town meeting
<p>[REDACTED]</p>	
<p>Ensure that future development is suitable, sustainable and addresses local needs</p>	
<p>Secure and celebrate heritage assets in our town</p>	<ul style="list-style-type: none"> - Promote heritage assets (such as museum, image bank, castle, Guildhall, etc) via Visit Totnes website, printed materials, signage and social media to increase awareness and help to support them to maximise income - Involve heritage representatives in Local Tourism Partnership - Support callouts – eg requests for volunteers through our social media platforms
<p>Ensure that Totnes is a clean, safe, and attractive place for current and future generations to live, work and visit</p>	<ul style="list-style-type: none"> - Regular TTC social media posts to highlight work of Town Maintenance team - Remind people via TTC social media how to report anti social behaviour - Remind businesses via direct email how to report anti social behaviour

	<ul style="list-style-type: none"> - Design TTC comms campaigns around key issues for residents – eg seagull nuisance, river pollution
Support a sustainable approach to traffic management throughout Totnes including links to surrounding towns and parishes	<ul style="list-style-type: none"> - Promote sustainable travel guide on TTC and VT websites and social media platforms - Promote and celebrate alternative sustainable local and regional travel options for visitors via signage, printed materials, website and social media - Target visitors who travel sustainably through VT communications campaigns - VT to link up with other DMOs to promote sustainable travel options - Include accessible for all routes in VT printed and digital information
Ensure that section 106 funding is used to the greatest effect	
Local Economy	
Support the local economy to maintain and create new high quality and inclusive job opportunities. Particularly in better paid industries, the environmental sector and highly skilled sectors	<ul style="list-style-type: none"> - Develop a TTC comms campaign to celebrate local, sustainable, ethical businesses in and around the town: showcase as a community of like-minded, mutually supportive businesses and showcase lifestyle benefits of local area - Engage with local businesses to inform the Community Economic Plan via direct email, social media and traditional PR - Engage with other stakeholders via social media/consultation platforms to share knowledge and experiences - Promote business training and grant opportunities via TTC digital platforms
Ensure the town centre remains vibrant and offers a mix of goods and services as well as a focal point of the community in terms of culture, heritage and the arts	<ul style="list-style-type: none"> - Promote festivals and events in the town via VT digital platforms - Provide low-cost advertising opportunities for local businesses and attractions via VT printed and digital platforms (printed materials, signage, planters, advertising, link ups with other local Destination Management Organisations website and social media) - Promote Totnes as a destination via VT printed and digital platforms (as above) - Advertise destination via print and digital platforms - Tourism partnership meetings to identify key issues impacting local tourism businesses and how the town council can help - Direct mail to keep high street businesses informed about what's on and ways to have their say

	<ul style="list-style-type: none"> - Link up with other local DMOs to maximise voice - Play role in Local Visitor Economy Partnership developments to ensure Totnes is included if possible - Aspirational and beautiful content on VT social platforms - Use digital tools, such as QR codes, as appropriate to enable easy direct access to information
Ensure all businesses in Totnes have an opportunity to be heard and contribute to future planning	<ul style="list-style-type: none"> - Support development of Community Economic Plan, working with SHDC to use data as effectively as possible - Develop a communications plan to engage with businesses to develop a Business Forum covering all of Totnes and surrounding parishes - Maintain links with Chamber of Commerce
Explore opportunities to develop a circular economy in Totnes. Building on the history of Totnes and making the most of its proximity to Schumacher college	<ul style="list-style-type: none"> - Case studies and digital promotion
Promote and support local food producing businesses and networks in and around Totnes and promote Totnes as a healthy and sustainable food destination	<ul style="list-style-type: none"> - Local food producer focus at TTC organised events, eg Christmas markets. - Local food promoted via VT printed and digital platforms - Develop a digital 'Foodie Tour of Totnes and surrounding area'
Continue to grow reach on social media platforms for TTC and VT to maximise engagement and information sharing	<ul style="list-style-type: none"> - Regular sharing of original and curated content that resonates/is useful for our target audiences - Buy/commission photography/videography as needed
Publicise details of statutory council functions	<ul style="list-style-type: none"> - Share committee meeting dates on social media, via website and town noticeboard - Publish meeting minutes on website - Publicise statutory events (eg town meeting) on social media, website, direct email to businesses, and local printed press
Publicise Town Council activities and initiatives on a variety of platforms to ensure accessible reach	<ul style="list-style-type: none"> - Via website, social media, in-person meetings and printed press - Regular news update direct mailing to local businesses - Use digital tools, such as QR codes, as appropriate to enable easy direct access to information
Maintain stakeholder trust	<ul style="list-style-type: none"> - Respond to media (including social media) comments and questions as appropriate with facts. NB social media policy regarding trolling

Internal communications	<ul style="list-style-type: none"> - Sharing key issues via monthly staff meetings face to face and encouraging idea-sharing - All-staff email
Crisis communications plan	<ul style="list-style-type: none"> - Communications cascade below
Accessibility	<ul style="list-style-type: none"> - Inclusivity and accessibility to be fundamental to all comms approaches. Digital and non-digital
Encourage residents to follow TTC on social media	<ul style="list-style-type: none"> - Increase reach of key messages to more effectively achieve objectives
Social media audit	<ul style="list-style-type: none"> - For TTC - For VT - What's working, who is engaging
Set up google analytics for TTC website	<ul style="list-style-type: none"> - To enable informed review
Develop the 'Totnes story'	<ul style="list-style-type: none"> - Work with community partners and use existing documents, such as the Community Charter, to develop an agreed town narrative to sit alongside the Community Economic Plan

DRAFT - Totnes Open Space, Sport, Recreation and Wellbeing Plan 2024 as at 18 Apr 24

Officer note on sections for review:

Cemetery and Churchyards information was considered by the Council Assets and Public Realm Working Group in February and AGREED.

Greenways – projects listed have been AGREED by the Traffic and Transport Steering Group.

4. Identify current OSSR provision including existing quantity, quality and access shortfalls

For a glossary and definition of the categories listed below, please see annex B.

B = location in Bridgetown

T = location in Totnes Town

[Officer Note: Key to highlighted text in tables whilst document being reviewed:

Text highlighted in: [redacted] – information from the South Hams OSSR Study JLP Final Document, 2017; [redacted] – SHDC Playing Pitch Strategy action plan dated Oct 2021.;

[redacted] – SHDC Officer updates/emails from Sep 2023; red lettering – inputs following Town Matters Committee Nov 23]

Make a note of any issues regarding quantity, quality and accessibility. It would be useful to provide a summary table showing the key findings. This is a useful exercise in highlighting perceived shortfalls in existing provision/facilities – and may assist with shaping project ideas later in the process. Think about all age groups when working through this stage.

Type of open space and policy standard	Owners	Quantity shortfalls/deficiencies	Quality shortfalls	Access shortfalls
Cemeteries and Churchyards				
Purpose: Burial, remembrance and quiet contemplation. Churchyards are primarily the responsibility of the individual churches or the diocese. The cemetery is managed and maintained by the Town Council who also maintain St Mary's closed churchyard.				
St John's Churchyard (B) Provides a green Space in Bridgetown. Positive	Exeter Diocese	The churchyard is reaching capacity – there is limited space for full burials but more	The principal structural tree (Cedar Deodar) has died and its removal will be extremely	The pathways are simply mown, not surfaced. However the ground drains readily and

ITEM 5


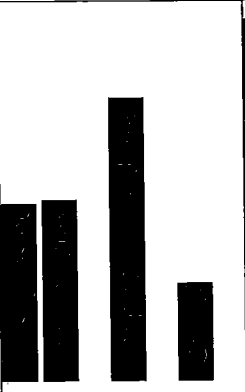
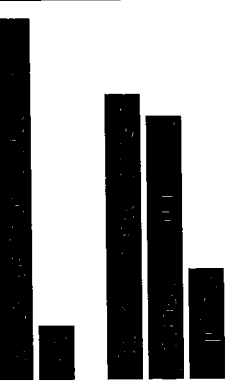
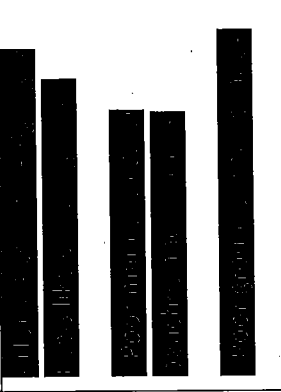
Type of open space and policy standard	Owners	Quantity shortfalls/deficiencies	Quality shortfalls	Access shortfalls
<p>attributes of the churchyard include: welcome to all users as a green space; nature trail to spot 10 minibeasts; two composting bins; and Commonwealth War Graves. Positive access provisions in the churchyard include: three wooden benches affording good views; and grant obtained to fund a Woodland Trust Tree Information Noticeboard.</p>		<p>space for ashes burials which are popular. Once full the other local option for burial will be Totnes Cemetery.</p>	<p>expensive and a great loss. A replacement has been planted.</p>	<p>wheel chair access is possible with effort.</p>
<p>St Mary's Churchyard (T) Provides a green space in the centre of town with visual amenity.</p>	<p>Exeter Diocese managed by Totnes Town Council</p>	<p>This is a closed churchyard, no future interments are routinely possible.</p>	<p>The grounds of the churchyard are maintained by the Totnes Council including regular grass cutting, pruning of trees and shrubs alongside safety checks of the trees and paths. The listed wall has undergone recent repairs to improve structural integrity.</p>	<p>There is a level access to the tarmac path around the churchyard from High Street and three stepped access points, including into Guildhall Yard. Tarmac paths will require re-topping in time.</p>
<p>Totnes Cemetery (T) Provides a green space with visual amenity onto open spaces.</p>	<p>Totnes Town Council</p>	<p>The cemetery has several hundred full burial plots, a Roman Catholic section, Garden of Rest area (and a future area identified) and an area for the scattering of</p>	<p>Continual monitoring of grounds maintenance – whether of the regularly maintained areas or the areas left for wildlife is required.</p>	<p>There is a network of tarmac paths around the cemetery and a number of benches. Regular maintenance helps to ensure mourners, funeral directors and those visiting</p>

Type of open space and policy standard	Owners	Quantity shortfalls/deficiencies	Quality shortfalls	Access shortfalls
Positive attributes of the cemetery include: grass left long on encourage wildflowers and wildlife on the circle, around the chapel and the margins of the site (where appropriate); fruit and nut trees planted and maintained by Incredible Edibles; and Commonwealth War Graves.		ashes to meet resident need for some years to come (estimated 45-50 years).		graves can gain access with reduced trip hazards on uneven grassy surfaces.
<p>Information on facilities in neighbouring parishes:</p> <p>Churchyards in Dartington, Berry Pomeroy, Harberton. Sharpham natural burial ground.</p>				
<p style="text-align: center;">Greenways</p> <p>Purpose: Walking, cycling or horse riding routes, whether for leisure purposes or commuting. Taken to include Public Rights of Way and permissive paths.</p> <p>Can also provide corridors for wildlife migration. Adopted pathways within towns and settlements and Public Rights of Way are the responsibility of the Highways Authority (Devon County Council, DCC) although landowners are required to keep them free of obstructions.</p>				
South Hams District Council has worked in partnership with the County to support the development of recreational routes for pedestrians and cyclists – cross reference with the LCWIP.		<p><i>Comments from existing plan, not site specific:</i></p> <ul style="list-style-type: none"> - Totnes is well served with a network of greenways, bridleways, footpaths and cycle ways – however many are poorly connected and little used. 	<p><i>Comments from existing plan, not site specific:</i></p> <ul style="list-style-type: none"> - Pathways within towns and settlements are maintained by the Highways Authority, and Public Rights of Ways are required to be kept accessible by relevant landowners. 	<p><i>Comments from existing plan, not site specific:</i></p> <ul style="list-style-type: none"> - Access around towns and villages for recreational walking need good public rights of way and greenways. Opportunities for increasing circular walks and links to the open countryside, so enabling

Type of open space and policy standard	Owners	Quantity shortfalls/deficiencies	Quality shortfalls	Access shortfalls
		<p>- Where opportunities exist to provide "missing links" to improve public safety or to provide attractive circular routes around the town and to outlying parishes and places these should be pursued.</p>	<p>- The town is served by a variety of paths, bridleways and cycle ways, the current quality of which is variable apart from some significant exceptions. A number of paths start at the boundary of the town and then run through neighbouring parishes which the community use.</p>	<p>walking, cycling by individuals or groups for both recreational and health benefits needs active promotion. Organisations both voluntary and others supported by statutory bodies have sprung up in recent years and the Ramblers Association has played a lead role in monitoring public footpaths.</p> <p>- Opportunity exists to improve the standard of some routes to encourage access for those with disabilities and are recuperating from illness and using activity as an aid in medical treatment.</p> <p>- Many greenways are isolated and in poor condition opportunities, should be sought to link these into existing networks making them more accessible for the wider community.</p>
<p>Information on facilities in neighbouring parishes:</p>				

Type of open space and policy standard	Owners	Quantity shortfalls/deficiencies	Quality shortfalls	Access shortfalls
Parks and Gardens				
Purpose: Accessible, formal, high-quality sites designed for recreation and community events.				
<p>Borough Park (T)</p> <p>The town park for recreation.</p> <p>The existing National Cycle Network Route 28 goes along the side of the park. Light and landing space for Air Ambulance. Accessible community garden near the tennis club, including a table accessible to wheelchair users.</p>	SHDC			<p>Most recent SHDC Update Sep 2023. Improvements to pathways and entrances. Potential changes to management regime to leave some longer areas of grass/wildflower areas.</p> <p>Condition of the paths – some are very uneven in places and flood in some sections causing hazards for those with mobility issues.</p>
Leechwell Garden (T)	SHDC (managed by Leechwell Garden Association)	0.27 hectares		<p>-</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
Vire Island (T)	SHDC	1.04 hectares		<p>[Redacted]</p> <p>[Redacted]</p>

Type of open space and policy standard	Owners	Quantity shortfalls/deficiencies	Quality shortfalls	Access shortfalls
				<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
Heath Gardens (T)	SHDC	0.07 hectares		<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
Shady Garden (Blind Garden) (T)	SHDC	0.01 hectares		<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
Moorashes Meadow (T)	SHDC	0.05 hectares		<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>

Type of open space and policy standard	Owners	Quantity shortfalls/deficiencies	Quality shortfalls	Access shortfalls
				
The Lamb Garden (T)	SHDC	0.03 hectares		
Bellchambers Garden, Totnes Castle/North St (T)	SHDC	0.01 hectares		
Coronation Road (T) [This is on the SHDC OSSR map]	TTC			
Follaton House Formal Gardens at rear (T)	SHDC	0.76 hectares		
Museum Garden (T)	TTC			
Information on facilities in neighbouring parishes:				

To help identify facilities in the South Hams, you may find the South Hams interactive map useful, available via the SHDC website and by selecting the Joint Local Plan Public Open Space layer. [Note: these locations have been incorporated.]

To help you identify greenways in Devon please use ordnance survey maps or visit [Devon Interactive Mapping](#)

5. Identify existing organised activities/teams

Provide a description of existing organised activities and teams – as well as formal sports teams, this might include other groups or activities such as Walking for Health, park runs, or conservation volunteering. Think about all age groups when working through this stage.

6. What improved and/or new facilities are needed to meet existing quantity/quality/accessibility shortfalls, and anticipated future demand from additional housing development

Shortfall/ Issue	Site/location/ facility name	Project description	Evidence of need and community support	Site/facility owner, project lead and partners	Perceived obstacles	Cost	Funding	Target for completion
Effective use of ground which is unsuitable for food cultivation.	Smithfields Garden plots	Community Gardens (non-growing space unless in raised beds, may include wildlife and tree planting)	Public complaints about tidiness of the site, weeds, unauthorised extension of residential gardens into the area.	SHDC	Clearance of ground; Appropriate reinstatement of boundary fencing; Community support for scheme; Funding.	£15-30K	SHDC \$106 External match funding	
Path condition	Riverside Path, rear of Industrial Estate	To find a long term solution to mitigate the effects of soil erosion/tidal river impact on this section of the path.	Previous suite visit by town council, Totnes Ramblers and DCC Public Rights of Way officer.					

Shortfall/ Issue	Site/location/ facility name	Project description	Evidence of need and community support	Site/facility owner, project lead and partners	Perceived obstacles	Cost	Funding	Target for completion
Outdoor Table Tennis	Borough Park	Permanent outdoor tennis table (e.g. the concrete style)	Identification of project has come from local residents	Community to lead, SHDC would own	Funding	Up to £5K		
Safer pedestrian and cycle links withing Totnes	New footpath between Harpers Hill and Follaton Arboretum	Existing permissive Field entry at Colwell Community Orchard SX7972 6021, cross Broomborough Drive and then fields to SX7893 6041	Rolling countryside and avoids busy Plymouth Road	Within Totnes			ELMS ?	
Safer pedestrian and cycle links withing Totnes	A385 between Gerston Cross and Ashprington turn	Reduce speed limit from 60mph to 40 mph to reduce risk to those coming from Jackman's Lane or Harpers Hill via Green Lane to Bowden Pillars and on to Fishchowter's lane	Improves safety at the Gerston Cross road crossing	Within Totnes				
Safer pedestrian and cycle links withing Totnes	Harpers Hill - Totnes bridleway 7	Improve surface to enable access for less able walkers and cyclists from	Provides a safer route to Harberton for cyclists	Within Totnes. Work with P3 rep				

Shortfall/ Issue	Site/location/ facility name	Project description	Evidence of need and community support	Site/facility owner, project lead and partners	Perceived obstacles	Cost	Funding	Target for completion
		SX7981 6021 to SX7922 5967						
Safer pedestrian and cycle links within Totnes	New footpath between Smithfield and Lower Copland Lane	Improve the existing path under the railway line and on to Mill stream. A new bridge is required over the stream. The current path to Copeland Lane has a good surface	Improves access to green space and provides a new route from Follaton towards the station	Totnes and Dartington				
Safer pedestrian and cycle links between Totnes and neighbourin g parishes	Improvement s to the round trip route to Ashprington via NCR and footpath 2/8	A – NCR. Replace poor surface near Ashprington and convert gates to cattle grids to avoid the need for cyclists to dismount B – Ashprington footpath 8, replace stiles with gaps or gates C – Convert the permissive path to a PROW between Footpath 8 and the drive to Sharpham house (SX8196	Makes it easier to cycle and walk to Ashprington and back by separate footpaths and cycle routes	Totnes and Ashprington. Work with Ramblers on item C. FP2/8 is part of JMHS and Dart Valley Trails				

include evidence of community support and need (i.e. how the need was identified, and how you know that the community are behind the project – e.g. community consultation, letters received by Parish Council, etc.).

It is strongly recommended that you consult with your community to make sure that all projects/needs/aspirations are identified, collected and represented within the Plan. Community consultation could include letters to residents, consultation day associated with a fete/community event, targeted consultation/meetings with user groups/clubs/residents groups. This need not be onerous, however it is essential that all projects are identified through this process, both to ensure fairness and transparency, but also to ensure the process is robust.

It would also be useful to consider and reference how new/improved facilities might be managed and maintained. If there is community support for taking on ownership/licenses/leases for facilities it would be useful to include this detail.

It is important to outline how projects might be funded. It would be expected that any use of s106 funding would be match funded by community fundraising or other funding sources (e.g. Foundations, Trusts, Lottery).

7. Projects priority list

Based on an objective assessment of relative need and reflecting the priorities of the community as a whole, prioritise the projects – this will assist with prioritising the spend of any existing s106 funds which have already been secured, and assist in the future with identifying local priority projects if development proposals are received.

8. Method/frequency of review of Parish OSSR Plan

The ability of the plan to be used as a robust evidence base with which to secure developer and external funds will depend on how up-to-date the document is. It would be useful to fix a method and frequency of review to ensure the OSSR Plan remains current and reflects the status of projects and town/parish priorities.

Appendices

Detailed project briefs/plans - If any of the projects above have been project briefs/specs/costings/plans include here.

Consultation responses - It may be useful to include key consultation responses (e.g. from sports clubs, community groups, etc.)

Shortfall/ Issue	Site/location/ facility name	Project description	Evidence of need and community support	Site/facility owner, project lead and partners	Perceived obstacles	Cost	Funding	Target for completion
Galleon								
Lack of Football Pitches		3G/4G pitch	There is no public football pitch provision in Totnes. With increasingly extreme wet weather having 3G/4G would offer year round pitch provision.					
River landing Stage								
Parkour facilities								
Older children play facility								
Static gym stations	Borough Park							
KEVICC Elmhirst Site pitches								

When identifying projects please review projects/needs identified within the evidence base listed in section 3. Think also about less obvious projects/needs – these might include community orchards, trim trails, new footpath links that might have become apparent when working through sections 4 and 5. For any project, it is important to

Shortfall/ Issue	Site/location/ facility name	Project description	Evidence of need and community support	Site/facility owner, project lead and partners	Perceived obstacles	Cost	Funding	Target for completion
Safer pedestrian and cycle links between Totnes and neighbourin g parishes	Create a new bridleway through the Dartington Estate	The proposed route, based on historic evidence is from the gates at SX7989 6147, along Park Road and Warren Avenue then a track to SX7939 6345, a path to SX7910 6361 and a track to the road at SX7848 6356	This route is regularly used, but is not a PROW. Potential new cycle route to Buckfastleigh	Totnes, Dartington and Totnes Ramblers				
Safer pedestrian and cycle links between Totnes and neighbourin g parishes	Create a new footpath along the river Dart within the Dartington Estate	The river path currently exists between SX7999 6191 and SX7941 6344. These 2 points link with the above project 8	This scenic route is regularly used, but is not a PROW	Totnes, Dartington and Totnes Ramblers			ELMS?	
Safer pedestrian and cycle links between Totnes and neighbourin g parishes	Improve the current track from Bridgetown to Aish	Improve the surface of UUCR307, perhaps by creating a new zig zag path down from Bridgetown to Fleet Mill and then up to Aish	Provides a cycle route from Totnes to Stoke Gabriel and on to Torbay	Totnes, Berry Pomeroy and SG Cycle group			ELMS?	

Shortfall/ Issue	Site/location/ facility name	Project description	Evidence of need and community support	Site/facility owner, project lead and partners	Perceived obstacles	Cost	Funding	Target for completion
		5813 to SX8214 5757 via SX8248 5788) PROW between Footpath 8 and the drive to Sharpham house (SX8196 5813 to SX8214 5757 via SX8248 5788)						
Safer pedestrian and cycle links between Totnes and neighbourin g parishes	Create a new bridleway to Littlehempsto n using the SDR bridge	Secure access to the SDR bridge. Create a new path from SX8033 6114 to the bend in the private road at SX8026 6151 and then along the private road towards Gratton's Farm at SX8086 6238	There is currently no direct, off road route from Totnes to Littlehempston and on to Newton Abbott	Totnes and Littlehempston . Work with Totnes Ramblers.				
Safer pedestrian and cycle links between Totnes and neighbourin g parishes	Improve the surface of the path from Bourton to Littlehempsto n	Improve the surface of UUCR305 from SX8109 6099 towards Coombe Park, taking the left fork at SX8109 6099 and on to A381	Provides a cycle route from Totnes to Littlehempston	Totnes, Berry Pomeroy and Littlehempston . Part of JMH Trail				

ITEM 6 – CASTLE BOOKSHOP

Totnes Town Council has received the email below from volunteers at the Castle Bookshop requesting the Council's support for its application to the Community Ownership Fund. The Committee is asked to make a recommendation to Full Council on whether to write a letter of support or not.

We are writing to enlist Totnes Town Council's support for our application to the Community Ownership Fund to acquire Totnes Community Bookshop (Castle Books) as a community asset and secure our future.

Having read the Totnes Neighbourhood Plan, we believe our aims closely align with your goals of supporting community-led development and community asset ownership as ways of achieving sustainable development. Securing the future of Castle Books will also allow us to continue to enrich community culture and wellbeing in Totnes and enhance our town's reputation as a vibrant and distinctive place to live and visit. Any help the Council can provide, be it in the form of advice or a letter of support for our application, would be greatly appreciated!

There has been a second-hand bookshop at 4 Castle Street, Totnes, for over 50 years and we are a much-loved part of the town's heritage, as well as a significant contributor to the community.

Since 2016, Castle Books has been run as a Community Interest Company, operated entirely through the goodwill of volunteers (there are no paid staff). Any profits from our book sales are channelled back into the local community to support local literary and educational causes. Among the beneficiaries are Totnes Library, which has received over £6,000 from us since 2021. The library staff have used this to help install a new 'teen hub', with the support of KEVICC's students, and to create a versatile and welcoming space for community groups and those seeking company and shelter during the energy and cost of living crisis. Another regular recipient is Grove School, Totnes, where our annual donations are used to support children in their love of books and reading.

We run a book group, creative writing group, hold author events and children's writing competitions. Our shop is a warm and welcoming hub for book lovers in the community to meet, buy and donate books. Our 15-strong team of volunteers includes the elderly and people with mental health issues. Working at Castle Books keeps our volunteers active, engaged and connected with the community, reducing loneliness and social isolation.

Castle Books has two years left on its existing lease at 4 Castle Street which recently changed ownership. The new owners are willing to sell us the ground-floor premises if we can raise the funds before our lease expires in February 2026 – hence our application to the Community Ownership Fund.

We have an eight-year track record of profitable business as a CIC, made possible by the dedication of our unpaid volunteers and a generous rent subsidy. Failure to buy our premises

before the current lease expires will leave us extremely vulnerable to market forces. Too many towns in the South Hams, and indeed across the country, which are full of valuable real estate, have lost or are in danger of losing their souls. Totnes Community Bookshop is part of the beating heart of Totnes, and we want to prevent it going the way of so many other small, community focused businesses, which are disappearing, incrementally, from our high streets.

By acquiring Castle Books as a community asset, we can secure the future of our shop for the benefit of our customers, community and volunteers, and increase our community funding and outreach programmes.

We would love to meet with you to discuss our plans and how they fit into Totnes Town Council's Neighbourhood Plan; however, if time doesn't allow it, we would be happy to answer any questions you might have.

We look forward to hearing from you.