



AGENDA FOR THE TOWN MATTERS COMMITTEE

MONDAY 22ND SEPTEMBER 2025 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 22nd September 2025** at **6.30pm** for a maximum of 90 minutes in the Guildhall for the purpose of transacting the following business:

Committee Members: Councillors N Roberts (Chair), L Auletta, C Beavis, J Chinnock, S Collinson, J Cummings, D Peters, A Presswell, E Price and T Robshaw.

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 28th July 2025 and update on any matters arising. Document attached [page 3].

3. STRATEGY DELIVERY WORKING GROUPS

To consider any recommendations and note the minutes from the following (documents attached):

- a. Economy Working Group, 13th August 2025 [page 6.
- b. Environment and Public Realm Working Group, 30th July [page 9] and 17th September 2025 including the planter review [to follow].

4. COMMUNITY AUDIT BRIEF

To consider the brief for the Community Audit and make a recommendation to Full Council.
Document attached [page 11].

5. MOBILITY AID WARNINGS FOR NARROW PAVEMENTS

To consider the hazards to mobility aid users (wheelchairs, mobility scooters) using the narrow pavements around Eastgate and how to warn about the absence of suitable dropped kerbs.
Document attached [page 16].

6. SPACES, SPORTS, RECREATION AND WELLBEING PLAN UPDATE

To update on any general matters linked to the Open Spaces, Sport Recreation and Wellbeing Plan including an update on the map (standing item). Document attached [page 17].

7. LINK COUNCILLOR REPORTS

To consider link councillor reports from Committee members. Verbal update.

8. DATE OF NEXT MEETING

To note the date of the next meeting of the Town Matters Committee – Monday 24th November 2025 at 6.30pm.

Sara Halliday
Governance and Projects Manager
17th September 2025

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 28TH JULY 2025 IN THE GUILDHALL

Present: Councillors N Roberts (Chair), L Auletta, C Beavis, J Cummings and A Presswell.

Apologies: Cllrs Chinnock, Collinson and Peters.

Not Present: Cllr Robshaw

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

The apologies were accepted.

PUBLIC QUESTION TIME

There were no members of the public present.

2. CONFIRMATION OF DEPUTY CHAIR

To confirm the election a deputy chair for the Committee.

It was **AGREED** to appoint Cllr Collinson as Deputy Chair.

Cllr Price asked to become a member of the Committee and this request will go to Full Council for consideration in September.

3. CONFIRMATION OF MINUTES

To approve the minutes of 23rd June 2025 and update on any matters arising.

The minutes were **AGREED** unanimously as an accurate record of proceedings. Matters arising:

Item 4 – Strategy Working Group Environment and Public Realm. Water Meadow: it was **RESOLVED** that the Council supports the idea in principle subject to further detail and information. However, the Working Group does have some concern about the salinity of the site and the proximity to the main road for the area's safety for use as a forest garden for school children/young people.

Item 6. Delivery Plan: PRD2.C Longmarsh, PRD2.E Seagull Survey, PRD2.G Entry to Fore Street Sign and PRD2.H Castle Street Bollard – it was **RESOLVED** that these items are removed from the delivery plan as they are complete/no longer to be pursued.

4. STRATEGY DELIVERY GROUP AND WORKING GROUP

To consider any recommendations and note the minutes from the following (documents attached):

a. Community Working Group, 15th July 2025, item 6 – Community Mapping Brief.

It was **AGREED** to set up a Task and Finish Group to oversee the revision of the Community Mapping brief, incorporating feedback and aligning with strategic priorities (including potential multi-year funding and support models).

5. OPEN SPACES, SPORTS, RECREATION AND WELLBEING PLAN UPDATE

To consider updates:

a. to sections 4.I – Outdoor Sports Facilities and 6 – Improved or New Facilities (Projects); and The additional text to sections 4I and 6 (removal of the footbridge, galleon and parkour facilities and update the main entries accordingly, along with including facilities in neighbouring parishes (Dartington Paddle Court)) was **AGREED**.

b. on any general matters linked to the Open Spaces, Sport Recreation and Wellbeing Plan (standing item).

Cllr Auletta presented the draft OSSRW map and proposed that a separate map showing greenways and paths is created to make sure both maps are clear in their display of information – it is too much information to place on one map. It was **AGREED** that Cllr Auletta and the Governance and Projects Manager will meet to go through the plan and map to update.

6. UNIVERSAL TOILETS

To consider the matter of universal toilets.

To **RECOMMEND** to Full Council that it writes to South Hams District Council requesting that it considers extending the provision of RADAR keys to transgender people on request.

7. CAMPING ON LONGMARSH

To consider the problem of camping on Longmarsh.

Cllr Presswell updated that she has asked South Hams District Council to place 'no camping' signage at Longmarsh and to have a protocol of what steps to take once illegal campers are reported as being present on South Hams District Council land.

It was **AGREED** to follow up on a reply to letters sent earlier in the year to South Hams District Council and Devon County Council about provision for travellers in the district and county.

8. TRANSITION TOWN TOTNES LETTER OF SUPPORT

To consider a request for a letter of support for Transition Town Totnes.

Cllr Roberts declared a personal interest.

To **RECOMMEND** to Full Council that it sends the letter of support as drafted to Transition Town Totnes, see below.

Totnes Town Council is pleased to provide this letter of support for Transition Town Totnes (TTT), a long-established and valued community partner which continues to contribute significantly to the vitality, resilience, and sustainability of our town.

Since its inception, Transition Town Totnes has helped establish Totnes as a beacon of community-led environmental action. Its work reflects the shared values of collaboration, sustainability and local empowerment that our Council is proud to promote. TTT's initiatives have delivered tangible local benefits and national recognition, rooted in Totnes's historic identity while preparing us for a more resilient and connected future.

Some notable TTT projects that have benefitted the town include:

- The Climate Hub – an education and community space which helps the community engage with issues, solutions and possibilities
- Incredible Edible Totnes – edible planting around town, free to all
- 30 x 30 – inspired by the global commitment to protect and conserve 30% of the Earth for nature by 2030
- The Reconomy Centre & Local Entrepreneur Forum – An incubator space for local entrepreneurs and flagship event supporting community investment in local enterprises.
- Transition Streets – bringing neighbours together to work on practical changes they can make in their lives to live more sustainably
- Community Resilience Forums on topics such as ‘Climate Change & Mental Health’
- A bi-annual Energy Wise Show & Open Eco Homes

These and other projects have consistently demonstrated the value of bottom-up community action and the importance of long-term, place-based work. TTT’s approach encourages civic engagement, strengthens our local economy, and supports climate and ecological goals that align with the Town Council’s declared Climate Emergency.

We understand that TTT is in the process of registering as an environmental partner with the 1% for the Planet network. We are confident that they will be a valuable and credible addition to that community. Totnes Town Council considers Transition Town Totnes to be a key stakeholder in the town, and we regularly engage with the organisation in various forums and through project-based collaboration.

We offer our full support for TTT’s application and commend their ongoing efforts to strengthen our community’s resilience, inclusivity and environmental responsibility.

9. LINK COUNCILLOR REPORTS

To consider link councillor reports from Committee members.

Cllr Cummings updated on his engagement with the South Devon Catchment Partnership which provides a useful forum for groups interested in river health, including community groups and the Environment Agency, South West Water and Dart Harbour Authority. It was **AGREED** that officers will contact the Dart Harbour Authority to see what funding from ship visit fees could be made available to community groups in Totnes, for example the Sea Scouts or to fund swimming lessons.

Cllr Auletta gave a progress report on the Skate Park where work is going well and the options for a launch event in September.

10. DATE OF NEXT MEETING

To note the date of the next meeting of the Town Matters Committee – Monday 22nd September 2025 at 6.30pm.

Noted.

The meeting closed at 7.50pm.

Sara Halliday
Governance and Projects Manager

ITEM 3 – STRATEGY DELIVERY WORKING GROUPS

Recommendations from Working Groups:

a. Economy Working Group, 13th August 2025.

Economy Working Group MINUTES, 13th August 12.30pm

Working Group: Cllr Roberts (Chair), Cllr Auletta, Cllr Beavis, Cllr Chinnock (APOLOGIES), Cllr Peters

Officer: Economic Support Officer (KO) and TTC Clerk (CM) (APOLOGIES)

- 1. Notes of the last meeting and matters arising that are not already on the agenda.**
- 2. Update on CEP consultation so far – events and any findings we have access to. Initial ideas on business forums / networking event.**

110 business took part which consists of 83 businesses, 20 charities / trusts and 7 community groups.

Next step for the CEP is the Youth element to begin. Cllr Auletta has volunteered to assist with the involvement with Totnes Independent School if needed.

Cllr Roberts has spoken with Cllr John McKay from SHDC regarding funds that were originally allocated for the CROP project as part of the Environmental Support Budget. Discussion surrounding if this could be reallocated to projects that come from the CEP.

Discussion surrounding future business events. Cllr Auletta suggested starting with the attendees of the CEP event, inviting them to be part of a networking group to explore collaboration opportunities which would lead to a larger networking event toward the end of the year.

All agreed that a personalised approach would be best, and building relationships would be the next step.

ACTION – Continue this discussion at the CEP based on the outcomes that have come from it.

ACTION – KO to approach attendees of recent CEP to discuss future networking events.

ACTION: Nick and Catherine to reach out to John McKay to find out more about project funding.

- 3. Review findings of the GovAssist AI report produced by Catherine and discuss how this can be fed into the CEP**

Some things missing from the report that members would like shown such as traffic on the high street.

ACTION – Catherine to include Traffic Hotspot map and data on collisions to be fed into the report and produced for review.

- 4. Inform members of the South West Visitor Economy Hub**

Discussion of the benefits of the data that can be found in the SWVE Hub such as visitor numbers, visitor origin, accommodation occupancy rates, employment vacancies. Discussed how this can be beneficial in the future for targeted marketing, funding applications and benchmarking the value of Visit Totnes.

- 5. Feedback from the Fringe festival**

Fringe will be running next year for 4 days instead of 3 from 9th – 12th July. They hit the target of their crowdfunder this year, and were sponsored by many businesses across town including Visit Totnes. Were provided some support from TTC through the Community Grants process as seed funding, but discussions need to be had as to where this goes after the first year. Organisers could be invited to be a part of a new networking group as they are very passionate about Totnes.

6. Discussion of potential seed funding policy if this has progressed.

Cllrs were asked if they would consider allocating money from this years EWG budget to support projects. The Fringe festival could be a consideration. TTC have been approached by a business located in The Narrows who would like to set up some markets during November and have requested support for a road closure. The difficulties of this were discussed, including the manning of such closures.

Discussion around the Narrows also focused on improving the visual appeal of the area with banners / xmas lighting etc which has been done before but needs the support from the business owners to ensure they stay open during the market days to encourage more footfall in that area of town.

ACTION – KO to set up meeting with owner from The Narrows to discuss future plans and support.

ACTION – KO to discuss with Catherine Christmas lights up the Narrows and banners.

7. Update on Civic Square improvements.

This was discussed during the Recess Committee and no further action to be taken in EWG.

8. Info regarding usage of the Catbikes so far

Additional feedback was provided by KO with numbers of Catbike users across Totnes. Weston Lane was most well used Follaton House least used.

A commonplace website has been set up for members of the public to have their say.

Members mentioned that the set up of the profile on the app was not easy, and that there should be more places on the outskirts of Totnes with the bikes so that people can use them to commute. Members also discussed how there was no way to pay unless you have payment set up on your phone which could deter people from using them.

ACTION – Catbike info to be shared with councillors and forwarded to Traffic and Transport steering group.

ACTION – TTC to share comms around the commonplace survey on social media.

9. Potential partnerships with other South Hams towns including South Hams Chamber of Commerce

Kingsbridge, Salcombe and Modbury Chamber of Commerce has rebranded to South Hams Chamber. They say they are interested in all towns within the South Hams district. Discussion surrounding whether this may be something Totnes could team up with. Dartmouth are not part of this Chamber as they have their own.

ACTION - KO to make contact with SH Chamber to find out if they are actively trying to expand and to discuss their plans across the area.

10. Discuss free parking in Totnes during December

Parking in December – happy to replicate last year and have x4 half days instead of the full days. Proposed dates every Thursday from 27th November during the afternoon.

Discussion then surrounding Car Parking in Totnes. Former leader SHDC Julian Brazil publicly said there would be a review of the parking, but this has not happened so members are keen for this to go ahead.

Also discussed the current permits available to those travelling into Totnes for work. Members have suggested that permits are made more accessible for people on a lower wage with a pay monthly scheme, by looking at a potentially 3 month permit for seasonal workers, and making the 6 month permit closer to a prorated yearly permit.

The group also agreed that more comms needs to be done surrounding the permits at the parking sites so that people know about it if they travel here often.

ACTION – Propose x4 half days to SHDC and check that this does not impact other towns in the area.

ACTION – Feedback to SHDC with suggestions.

11. Discuss CCA draft of the Local Growth Plan

DEFERRED – if necessary to next EWG

12. To set the date for the next meeting: Proposed date October 8th - 6pm – 7pm

Cllrs agreed that more time needs to be allocated for the EWG as the meeting is bi-monthly.

Date set to 8th October: 6pm – 7.30pm in the Guildhall

b. Environment and Public Realm Working Group, 30th July

DRAFT ENVIRONMENT AND PUBLIC REALM WORKING GROUP NOTES FROM 30TH JULY 2025 MEETING

Present: Cllrs Hodgson (Chair), Auletta, Cummings and Peters.

Apologies: Cllr Collinson

Not Present: Cllrs Cooper, Price and Robshaw.

Also present: Sara Halliday.

1. To agree the notes of the last Working Group.

The notes were **AGREED**. All recommendations to Committee and Full Council have been resolved.

2. Delivery Plan Review – to go through the delivery plan, including (document attached):

a. Consider:

- Castle Meadow. To make **RECOMMENDATIONS** to the Council Matters Committee [confidential – legally sensitive]
- **Borough Park vision**. It was **AGREED** to: request a meeting with the South Hams District Council (SHDC) officer in September; and get an update on the latest S106 spend and allocations.
- **Vire Island**. It was **AGREED** to discuss future works once the cutting back work has been carried out by SHDC from September 2025 onwards.
- **Cemetery and Chapel**. It was **AGREED** to look for a new date for the site visit in early September for discussion of the item in the autumn.

PRD2.A – A-Boards. No further action until the Economy Working Group has established a business forum which can be engaged in discussion of this matter.

PRD2.C – Longmarsh. **Action:** officer to email the Berry Pomeroy Parish Clerk about the Council's concerns about illegal camping on Longmarsh and the associated public health issues.

PRD2.J – Phone Box on Plymouth Road. Continue to pursue BT to hand the phone box back.

Review to start at item PRD2.M (Planters) at the next meeting.

3. Public Realm (PRD2). To consider the following:

a. Civic Square Resurfacing – to consider the resurfacing works planned by SHDC and make any recommendation to the Recess Committee.

It was **AGREED** that the proposed resurfacing solution needs wider discussion and consideration by the Recess Committee. Following the site visit immediately before this meeting the following points should be considered:

- Delighted that funding has been found for works but feel that what is being proposed is not the best use of money.
- Concern that the different setts will mean that patching of the areas will still show up/stick out. Separate sections using either old or new sets would be a uniform contrast (rather than having a mix of both).
- Has a clean of the original setts been carried out to check the colour for matching with the new setts?

- Removal of all setts and replace with a concrete (like underneath the Civic Hall) or a resin-bound surface which colour matches to the setts in the wider square. A quote/cost for these alternatives is requested from SHDC (to compare with the proposed sett costs).
- If an alternative surface is considered, TTC could retain the old setts to carry out repairs to the wider square in the future.

b. Mosaics – to consider a suggestion from the TMO to install the final panel in the TTC bus shelter rather than the Civic Hall.

It was **AGREED** to install the final mosaic panel in the TTC bus shelter on Coronation Road.

c. Devon Wildlife Trust Atlantic Rainforest Project – to consider any practical assistance from the Town Council in erecting signage for the DWT project.

To **RECOMMEND** to the Council Matters Committee that the Town Council contributes the manpower through the Town Maintenance Team installing the signage once approval has been given and purchase complete.

d. Colebrook Cottages Lighting – to consider a request from a member of the public for lighting along the leatside path from Morrisons to the main road. Previous TTC investigation of this was a quote of £34K from Morrisons to Leatside Surgery.

It was **AGREED** to hold on considering this request until Cllr Hodgson has received advice from Devon County Council.

4. Planter Audit. Discussion deferred until the next meeting.

5. Budget - To note the budget position for the Environment and Public Realm work (including recent ratifications by Council Matters). Noted.

6. Note the date of the next meeting TBC – proposed 4.30pm on Wednesday 17th or 24th September 2025 [24th is also TTF] in the Guildhall. Doodle poll will be circulated to confirm a suitable date.

The meeting closed at 6.00pm

S Halliday
July 2025

Environment and Public Realm Working Group notes for 17th September are to follow.

ITEM 4 – COMMUNITY AUDIT BRIEF

Purpose of Report

To present the final version of the Community Audit brief for consideration by Town Matters, following discussion with the Community Working Group and engagement with local VCSE colleagues.

Background

The Community Audit brief has been developed through a series of drafts, shaped by councillor feedback, input from the Community Working Group, and comments from local voluntary and community organisations.

The purpose of the audit is to provide a clear, evidence-based picture of community assets, gaps, risks, and opportunities across Totnes, and to recommend how the Town Council can best support, fund, and work in partnership with the local voluntary and community sector.

The agreed brief (attached) now incorporates:

- Specific focus on key needs including transport, younger families, isolated older adults, affordability and access, and equality and inclusion.
- Recognition of the importance of protecting existing services at risk as well as identifying new gaps.
- Clarification that TTC's role is to convene and enable, not to assess or control sector leadership.
- Commitment to recognising the leverage effect of TTC grants, where modest support enables larger external funding.
- A requirement that the commissioned organisation demonstrates independence and manages conflicts of interest transparently.
- A delivery deadline of **31 December 2025**, to ensure recommendations inform the 2026/27 budget and precept setting.

Next Steps / Decisions Required

Town Matters is asked to make recommendations to Full Council on the following points:

1. **Whether to proceed with the Community Audit** – i.e. to approve the commissioning of the work in line with the attached brief.
2. **Who should undertake the work** – whether to invite Devon Communities Foundation, another specific consultant, or to go out to tender.
3. **Financial Regulations** – if Members recommend appointing a named consultant without seeking multiple quotes, Full Council must also approve this as an exception to the Financial Regulations (recognising the specialist nature of the service).
- 4.

Clerk recommendation

That Town Matters:

- **Reviews the final Community Audit brief;**
- **Makes a recommendation to Full Council to proceed with commissioning the audit;**
- **Identifies a preferred delivery option (named consultant or tender process);**
- **If a specific consultant is recommended, resolves to seek Full Council approval for their appointment as a specialist service and as an agreed exception to Financial Regulations.**

Totnes Community Audit: Revised Project Brief – September 2025

Working Together for Stronger Community Connections

Background and Purpose

Totnes Town Council (TTC) is committed to understanding, supporting, and strengthening the vital network of voluntary, community and social enterprise (VCSE) organisations that contribute so much to the wellbeing and resilience of our town.

In response to longstanding discussions with local groups and recent feedback from both community stakeholders and councillors, this revised Community Audit brief outlines a more collaborative and inclusive approach to mapping our local assets, connections, needs and opportunities. It builds on earlier drafts and integrates feedback from VCSE partners who emphasised the importance of local ownership, value for money, and clarity of purpose.

The overarching goal is to produce a shared, practical and evolving resource that informs how the Council:

- Supports community-led activity,
- Allocates funding in a fair and strategic way,
- Coordinates and communicates with the sector,
- Advocates for Totnes at district and county levels.

This work is also intended to shape our wider thinking around sustainable funding models, partnership working, and the potential for dedicated support roles (e.g. community coordination or fundraising).

It should also align with TTC's longer-term ambitions around sustainable community infrastructure, whole-town wellbeing, and a fairer Totnes.

Commissioned organisations must demonstrate independence, declare conflicts of interest, and ensure objectivity.

Aims and Objectives

- **Map community assets and activity:**
 - Provide a clear, organised snapshot of active organisations, informal groups, and networks across Totnes.
 - Highlight spaces, anchor institutions, and areas of focus (e.g. youth, elderly, health & wellbeing, arts, food, advice, inclusion, sports, dance, etc).
 - Reflect the full spectrum of community life – including less formal, quieter or overlooked initiatives.

Identify connections, overlaps, and gaps:

- Explore how organisations currently work together.
- Further potential for greater collaboration or shared delivery.
- Note gaps in provision, particularly in relation to:
 - Transport
 - Younger children and families
 - Isolated older adults

- Affordability/access
- Inclusion and equality

The audit should also highlight existing services at risk due to insecure funding, not only new gaps.

- Reflect on local coordination and leadership:
 - Understand how coordination currently happens and how that is funded.
 - Consider where TTC can play a constructive convening role without duplicating or displacing existing structures.
 - Provide recommendations on strengthening coordination, noting existing leadership strengths and opportunities for TTC to play a convening/enabling role. This may include exploring options for shared governance models, locality-based partnership forums, or a community leadership development offer.
- **Review existing TTC grant-making:**
 - Provide a light-touch overview of grants awarded in recent years.
 - Assess how well these align with local needs and impact.
 - Explore other ways TTC could fund and support key services, including multi-year service-level agreements for key providers.

Note: The audit should also capture the leverage effect of TTC grants, i.e. how small contributions enable organisations to unlock much larger external funding.

- Develop shared priorities for future support:
 - Engage local organisations to share insights that inform TTC's priorities, while final decisions on strategic priorities remain based on community need and Council judgement.
 - Inform the structure of future TTC grants processes and community budgets (from 2026 onwards).
 - A short set of co-produced strategic priorities that can inform TTC's advocacy, funding, and partnership role from 2026 onwards.
 - Options for a future shared digital platform or maintained directory.

At its heart, the Community Audit is about ensuring that the people of Totnes—especially those most at risk of exclusion—can access the support, spaces, and services they need to thrive.

Method and Approach

The Community Audit should:

- **Be participatory and co-designed:**

Co-produced with local organisations and community leaders. A task and finish group comprising councillors and VCSE representatives will oversee development of the terms of reference and project design.

- **Build on existing local knowledge:**

Avoid duplicating recent mapping and research. Draw on:

- Caring Town's updated directory, draft Youth Strategy and evaluation work
- Recent community grants data

- Reports such as the “State of the Sector” (DCC/DCF) and local transport reviews
- Input from the TQ9 Partnership and others

This includes ensuring the audit consolidates existing information rather than duplicating previous exercises, to avoid sector fatigue.

- **Use light-touch and scalable methods:**

- Offer one or more in-person engagement events (day/evening) to encourage informal conversations
- Supplement with short interviews and a digital feedback option
- Use a basic mapping tool or visual summary to present key relationships and gaps

TTC’s role is to act as an enabler and advocate, supporting conditions for strong VCSE collaboration without duplicating or displacing community leadership.

Principles to Guide Delivery

- **Equity** – ensuring marginalised voices are heard
- **Transparency** – in how funding and decisions are made
- **Practicality** – avoid duplication and create usable outputs
- **Sustainability** – prioritising actions that have lasting value

Deliverables

1. A short, clear written report summarising:
 - Key themes from the mapping and engagement process
 - Strengths, overlaps, gaps, and coordination needs
 - Funding insights and potential models for service-level support
2. A simple, visual representation or map of the community ecosystem
3. Recommendations for how TTC can better:
 - Support core services
 - Enable collaboration
 - Allocate funding fairly and sustainably
4. A light-touch framework for keeping the audit current, including options for periodic updates and local ownership of directory data
5. A short set of co-produced strategic priorities for TTC’s role from 2026 onwards
6. Options for a shared digital platform or maintained community directory

Timeframe

A first draft of the Community Audit report should be completed by 31st December 2025, to enable recommendations to inform the Council’s budget and precept setting in January 2026.

The finalisation of the brief for this work should take place in **September 2025**. A minimum of Council Matters agreement for this expenditure is required.

The draft brief and chosen organisation will need to be considered by Town Matters in September and ratified by Full Council in **October 2025**

Subject to the finalisation of the brief happening as above, the audit work should take approximately **8–10 weeks**, ideally running between **October 2025 and December 2025**.

Because of the delay to allow further partnership working and evaluation, members may need to consider allocating funds for community support in the **2026/27** budget and then allocating the detail after the Community Audit has been completed and reviewed. Community Grants Policy and processes may well also need redrafting as a result.

Budget

The Working Group recommends using the unspent **£5,000** from the 2024/25 Community Mapping allocation, either in full or part, depending on the final delivery model.

ITEM 5 – MOBILITY AID WARNINGS FOR NARROW PAVEMENTS

One of the District Councillors has raised concerns about the safety of mobility scooter and wheelchair users using the narrow pavements above and below Eastgate arch (on the side of the Eastgate steps). There is no dropped kerb where the pavement suddenly narrows above the arch, and the last point to exit the pavement heading up hill is outside of Time House, but visitors to the town would be unaware of this until they had passed this point. Mobility scooter and wheelchair users try and get off the kerb (rather than reverse) when there is no longer width to pass under Eastgate and this summer there have reportedly been a number of incidents where people have tipped out of the scooter/chair.

Having raised the issue with Devon Highways about whether there is any signage to warn users of the unsuitability of the pavement, no formal signage exists and fixing it at a height which would be visible to users would cause further hazards to pedestrians. Devon Highways have also noted that where dropped kerbs do exist, there is not a corresponding dropped kerb on the opposite side of the road both above and below Eastgate.

TTC Officers have explored potential options for the Committee's consideration:

- Planter use – use the large planter near the entrance to the Churchill development to put information on the sign viewed from heading uphill that says 'Pavement not suitable for wheelchairs and mobility scooter use beyond this point'.
- Planter use – consider using a smaller planter with the same message near Zappa's. Devon Highway approval would be required.
- Sticker warnings – place vinyl stickers on the two bollards below Eastgate to suggest that it is not suitable for wheelchair access. There are no equivalent bollards above Eastgate. See example below:



ITEM 6 – OPEN SPACES, SPORTS RECREATION AND WELLBEING – MAP

