



**TO: ALL MEMBERS
OF THE COUNCIL**

Ref: PAR/LM/C&HCtee

Date: 5th June 2024

Dear Councillor,

In accordance with the provisions of the Local Government Act 1972 you are summoned to attend a meeting of the **COMMUNITY & HERITAGE COMMITTEE** to be held at Newton's Place, Wolborough Street, Newton Abbot on **WEDNESDAY 12th JUNE 2024 at 7:00 p.m.** to transact the business as set out in the agenda.

This is a meeting in public, not a public meeting. Members of the public and press are welcome to attend the meeting. If you wish to ask a question, please email info@newtonabbot-tc.gov.uk no later than 48 hours before the day of the meeting. The Council will make additional reasonable adaptations to facilitate attendance at its meetings upon request.

Attendees should be aware that the proceedings of this meeting may be recorded, filmed or photographed, by entering the Council Chamber attendees are consenting to being recorded.

Yours sincerely

Town Clerk

AGENDA

PART A – GENERAL COMMITTEE BUSINESS

1. **ELECTION OF CHAIRPERSON OF THE COMMUNITY & HERITAGE COMMITTEE 2024/25**

To receive nominations for the election of the Chairperson of the Community & Heritage Committee for the year 2024/2025.

2. **APOLOGIES FOR ABSENCE**

To receive apologies and approve reasons for absence.

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

Town Clerk: P.A. Rowe

Newton's Place, 43 Wolborough Street, Newton Abbot, Devon TQ12 1JQ

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3. **APPOINTMENT OF VICE CHAIRPERSON OF THE COMMUNITY & HERITAGE COMMITTEE 2024/25**

To receive nominations for the appointment of the Vice Chairperson of the Community & Heritage Committee for the year 2024/2025.

4. **INTERESTS**

In accordance with the Code of Conduct, Members are invited to declare any personal or disclosable pecuniary interests including the nature and extent of such interests they may have in items to be considered at this meeting.

5. **MINUTES**

To agree as a correct record the minutes of the meetings of the Community and Heritage Committee held on 27th March 2024. **APPENDIX A**

6. **COMMITTEE TERMS OF REFERENCE**

To review the Committee Terms of Reference for the Community & Heritage Committee. **APPENDIX B**

7. **PUBLIC PARTICIPATION** (7.00 – 7.15 p.m.)

The Committee sets aside, a short period at the commencement of the meeting when the public can ask questions or make statements.

8. **PRESENTATION – WESTCOUNTRY RIVERS TRUST & ENVIRONMENT AGENCY**

To receive a presentation on the River Lemon PPIP Project, a partnership project with the National Trust and the Environment Agency.

9. **SUB-COMMITTEES/WORKING PARTIES/FORUMS**

To receive the minutes of the following Sub-Committee: -

Sub Committee	Date	Chairperson/Vice-Chairperson	
• Allotment Sub Committee	20 th March 2024	M Ryan	APPENDIX C
• Events Sub-Committee	10 th April 2024	M Ryan/A Hall	APPENDIX D

PART B – ITEMS FOR DECISION

10. **BUS SERVICE IMPROVEMENT PLAN**

To discuss and consider an update from Devon County Council on proposals to improve bus services in Newton Abbot through the Devon Bus Service Improvement Plan **APPENDIX E**

11. **CHRISTMAS LIGHTS TENDER**

To ratify the decision made under delegated authority to appoint a Christmas Lights Contractor for the period 2024 to 2027.

12. **WHAT'S IN STORE PROJECT**

To consider and adopt the Project Board Terms of Reference for the Museum What's In Store Project Board. **APPENDIX F**

13. **ACCOUNTS/INCOME & EXPENDITURE**

To receive an overview of income and expenditure for period 1st April 2024 – 30th April 2024 for the following:

- Community and Heritage Committee **APPENDIX G & G(1)**
- Newton In Bloom **APPENDIX H & H(1)**
- Museum **APPENDIX I & I(1)**

PART C – ITEMS FOR INFORMATION ONLY

14. **LATE CORRESPONDENCE (IF ANY)**

Details will be circulated and will be for information only.

15. **DATE OF NEXT MEETING**

Wednesday 16th October 2024.

DISTRIBUTION

All Members of the Council
Representatives of the local press
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RULES FOR PUBLIC PARTICIPATION AT MEETINGS OF NEWTON ABBOT TOWN COUNCIL AND ITS COMMITTEES/SUB-COMMITTEES

The Council will set aside a short period at the commencement of each meeting when members of the public can ask questions or make statements.

Should an individual or representative of a group or body wish to address Members of the Council the following rules are to be followed: -

1. General

Members of the public may ask questions or make statements at ordinary meetings of the Council and its Committees and Sub-Committees. If an informal group have a common interest, one of their number is to be identified to speak on behalf of the whole.

2. Order

Questions/statements will be asked in the order notice of them was received, except that the Chairman may group together similar questions.

3. Notice

A question or statement may only be taken if notice has been given by delivering it in writing or by electronic mail to the Clerk no later than 48 hours before the day of the meeting.

4. Number

At any one meeting no person may submit more than one question/statement.

5. Scope

The Clerk may reject a question/statement if it:

- is not about a matter for which the local authority has a responsibility or which affects the Town of Newton Abbot;
- is defamatory, frivolous or offensive;
- is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
- requires the disclosure of confidential information.

6. Speaking at the meeting

The Chairman will invite the individual to put the question/statement to the Meeting. If a questioner who has submitted a written question is unable to be present, they may ask the Chairman or Clerk to put the question on their behalf.

7. Supplemental question

A questioner who has put a question in person may also put one supplementary question without notice. A supplementary question must arise directly out of the original question or the reply. The Chairman may reject a supplementary question on any of the grounds in Rule 5 above.