



**DRAFT MINUTES OF THE TOWN MATTERS COMMITTEE
TUESDAY 28TH MAY 2019 AT THE GUILDHALL TOTNES**

Present: Councillors B Piper (Chair), G Allen, R Hendriksen, D Matthews, P Paine and V Trow.

Apologies: None.

Not Present: K Perkins, S Skinner and L Webberley.

In Attendance: Cllr A Simms and Sara Halliday (Committee and Cemetery Administrator).

No	Subject	Comments
1	To elect a Chair of Committee and Deputy (who will chair in the Chair's absence).	The Chair was AGREED as Cllr Piper and the Deputy was AGREED as Cllr Trow.
2	To receive apologies and to confirm that any absence has the approval of the Council.	No apologies had been received.
	<i>The Committee will adjourn for the following items:</i>	
	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.	None present – Cllr Simms was attending to take part in Item 4.
	<i>The Committee will convene to consider the following items:</i>	
3	To update on any matters arising from the minutes of 21 st March 2019. (Note: already agreed through Full Council.)	Item 7 – Resolved by Full Council. The Air Quality Action Plan and draft Totnes Town Council Transport Policy and Strategy Schemes were presented at the Annual Town Meeting on 23 rd May 2019. Item 8 – Resolved by Full Council. The Clerk wrote to Devon County Council on 3 rd April 2019.
4	To review the Community Engagement Plan (CEP).	A number of ideas were put forward for how to best engage with the community. It was AGREED that a Doodlepoll would be emailed to all Cllrs with dates for the first meeting of the Working Group. To RECOMMEND to Full Council that the Community Engagement Strategy Plan Working Group: <ul style="list-style-type: none"> • Holds the first meeting with Councillors only, and discusses the co-option of members of the public; • Works out an action plan based on the updated CEP which includes rough costings of activities, and explores new ideas; • Will focus in more detail on some of the emerging issues such as: moving the location for Full Council Meetings; recording of all Council meetings and Committees; and the criteria for the proposed Civic Award scheme; and • Outputs will return to the Town Matters Committee before any recommendation to Full Council.

5	To consider investing in interim audio equipment to allow all future Full Council and Committee meetings to be recorded and uploaded to the website.	<p>It was AGREED that this requirement should be considered by the Community Engagement Strategy Plan Working Group as part of the wider debate of where to hold Council meetings, so that any investment in equipment can be future proofed to ensure that it can be used in any location. It is often difficult to hear softly spoken Councillors, so amplification as well as recording was viewed as beneficial. The idea of visual recordings of meetings was also raised as being more appealing to the public than audio.</p> <p>To RECOMMEND to Full Council that:</p> <ul style="list-style-type: none"> • Through the Venues Working Group contractors are engaged to quote for equipment (5 x PZMs – pressure zone microphone - and an omni microphone, exact requirements to be determined); • Ensure that a new Totnes Town Council (TTC) website has the capacity to host multi-media files; and • Audio visual recording of meetings is considered in the longer term.
6	To consider the introduction of a Civic Awards scheme and the criteria to be adopted in the policy.	<p>The concept of introducing a Civic Awards Scheme and recognising some of the unsung heroes in the community was supported. It was AGREED that the Community Engagement Strategy Plan Working Group will review the criteria for a scheme. The Committee Administrator will list the various criteria choices for the Working Group to consider, and will then draft a policy based on their response.</p>
7	To discuss the new seating in the Coronation Road bus stop.	<p>To RECOMMEND to Full Council that:</p> <ul style="list-style-type: none"> • A letter is sent to South Hams District Council stating that: <ul style="list-style-type: none"> - TTC believe that the new seating provision is below standard and request that the bench height is adjusted to be suitable for all users; - the seating changes are a stop gap solution to the complex problem of homelessness and more should be done to assist the rough sleepers; and - TTC is disappointed not to have been consulted about the changes. Totnes is a tourist town and this action has impacted on the number of bus passengers. • TTC needs to do more to address the homeless problem; and • TTC considers what measures are required to prevent the same anti-social behaviour issues in the TTC-owned bus shelter opposite the Royal Seven Stars.

8	<p>To consider two requests to fly flags on the Civic Hall:</p> <p>8.1) 'Fly the Red Ensign for Merchant Navy Day' 3rd September 2019 (letter received March 2019).</p> <p>8.2) 'Totnes Pride Rainbow Flag' 2nd-9th September (email received 13th May 2019)</p>	<p>Based on the dates that the requests were received, and previous negativity around the Town's position on flying these flags, to RECOMMEND to Full Council that the Red Ensign is flown on 3rd September to mark Merchant Navy Day and the Rainbow Flag is flown from 4th-9th September to mark Totnes Pride.</p>
9	<p>To note the date of the next meeting of the Town Matters Committee, if required – Monday 15th July 2019 at 7.00pm in the Guildhall.</p>	<p>Noted.</p>

DRAFT