



**MINUTES OF THE TOWN MATTERS COMMITTEE
MONDAY 15TH JULY 2019 AT THE GUILDHALL TOTNES**

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

Apologies: None.

Not Present: Cllrs K Perkins and S Skinner.

In Attendance: 3 members of the public (Andrew Chadwick and Celia Minoughan from Totnes Ramblers, and Philip Nash from Plastic Free Totnes) and Sara Halliday (Committee and Cemetery Administrator).

No	Subject	Comments
1	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.	<p>Totnes Ramblers were speaking in support of item 3 and were asking Totnes Town Council (TTC) to adopt the Ramblers Charter for Walking Neighbourhoods and improve walking in Totnes. Totnes Ramblers and Visit Totnes are already working closely together to promote walks and the Franklin Trail to visitors to the town, and the Visit Totnes website advertises Ramblers events.</p> <p>Plastic Free Totnes updated on the group's activities, with Totnes Alive providing a good opportunity to engage with various community groups. Following progress against the five areas of compliance required for a town to be considered as plastic free, Plastic Free Totnes have submitted an application for Totnes to be recognised as a plastic free community, which it is hoped will be confirmed soon. All Totnes schools are signed up to end single use plastic. Plastic Free Totnes would like to encourage TTC to use its influence to stop the use of single use plastic where possible, for example in its buildings and at the market. Cllr Allen will notify Plastic Free Totnes of the date of the next Climate Emergency Working Group.</p>
	<i>The Committee will convene to consider the following items:</i>	
2	To update on any matters arising from the minutes of 28 th May 2019. (Note: already agreed through June 2019 Full Council.)	<p>Item 4 – Resolved by Full Council, and item 5 on this agenda.</p> <p>Item 5 – Resolved by Full Council. Cllrs Hendriksen and Piper will meet to draft the specification for recording equipment to present to the next Venues Working Group.</p> <p>Item 7 – Resolved by Full Council and a letter was sent to South Hams District Council on 19th June 2019. The seating in the bus shelter has now been adjusted to include lower level seating.</p>

		<p>Item 8 – Resolved by Full Council. Proud2Be have been informed of the dates that their flag will fly.</p>
3	To consider the request to support the Ramblers “Charter for Walking Neighbourhoods”.	<p>Cllr Allen (as TTC representative on the Parish Paths Partnership) and Cllr Trow as Link Councillor for Open Spaces, will engage with the Ramblers. The Committee was unanimous in its decision:</p> <p>To RECOMMEND to Full Council that Totnes Town Council adopts the Ramblers Charter for Walking Neighbourhoods.</p>
4	To consider how Totnes Town Council can, where possible, reduce its consumption of single-use plastic in its offices.	<p>Standing orders were suspended to enable Mr Nash to be involved in discussion. A number of examples were given of where plastic is used which is not immediately clear (e.g. in mulch and in tea bags). Cllr Allen said that the Climate Emergency Working Group is looking to work with other local councils to help people identify and stop plastic use at source.</p> <p>It was AGREED that the Climate Change Working Group will look at the Single Use Plastic issue, and that Plastic Free Totnes will be invited to help advise on where TTC may be able to make adjustments or changes.</p>
5	To receive an update from the Community Engagement Plan Working Group.	<p>Cllr Webberley gave an update from the Community Engagement Plan Working Group held in June. Councillors are keen to engage the community, and have identified the following opportunities:</p> <ul style="list-style-type: none"> • Meet and Greet sessions – starting in September, three per month staffed by two Councillors in the following locations: Saturday in the Butterwalk and outside Follaton Stores, and Wednesday at St John’s Community Café. • Information - in the Totnes Directory (there will be information in the August edition) and another notice board to host information at the bottom of the town. • Council Meetings - taking one in four meetings to Bridgetown, Follaton and the Civic Hall, as the Guildhall is not accessible to all. Further work is required to find suitable venues that are available and costings for hire. • TTC website - needs to be updated to allow improved smart phone use. <p>The next meeting will be on 16th July 2019 at 7pm.</p> <p>To RECOMMEND to Full Council that all Councillors sign up to a rota for Meet and Greet sessions which will occur three times a month to encourage community engagement.</p>

6	To consider the Devon and Somerset Fire Service consultation on the "Service Delivery Operation Model Proposal".	It was AGREED that Councillors would arrange to meet with Totnes Fire Station fire fighters to discuss the consultation option to reduce from two to one fire tenders in Totnes. Out of Committee Councillors would circulate and agree a recommendation to go to Full Council in September in order to meet the consultation deadline of 22 nd September.
7	To consider how Totnes Town Council might support "VE Day 75" on 8 th May 2020 which commemorates the 75 th anniversary of the end of World War 2 in Europe.	To RECOMMEND to Full Council that Totnes Town Council welcomes the international celebration of peace and in commemoration of VE Day 75 make it a time to remember, reflect and pay tribute to the millions who played a part, lost their lives, were persecuted, or have been affected by war. The national programme of events will be forwarded to the relevant groups (e.g. churches, pubs, Totnes Caring) to raise their awareness and potential participation, and to invite applications for funding from the Community Grants Scheme and/or Paige Adams Trust to support any community event planned.
8	To consider a request for a name plate for Windeatt Lane off Plymouth Road.	It was AGREED that this request would be referred to the Planning Committee.
9	To consider the format (written or verbal) for Link Councillor updates, and a schedule.	It was AGREED to adopt the schedule for Link Councillor updates at future Town Matters Committees. Councillors are encouraged to email a few bullet points that can be circulated with the Committee papers, but short verbal updates will also be accepted.
10	To note the date of the next meeting of the Town Matters Committee – Monday 16th September 2019 at 7.00pm in the Guildhall.	Noted.