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**DRAFT MINUTES OF THE TOWN MATTERS COMMITTEE**

**MONDAY 16TH SEPTEMBER 2019 AT THE GUILDHALL TOTNES**

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

Apologies: Cllr R Hendriksen.

Not Present: Cllr K Perkins.

In Attendance: Cllrs Luker and Vint, 1 member of the public (Sarah Collinson of Inclusive Totnes) and Sara Halliday (Committee and Cemetery Administrator).

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| No | Subject | Comments |
| 1 | To receive apologies and to confirm that any absence has the approval of the Council. | It was **RESOLVED** to accept the apologies.  Cllr Vint would like to become a member of this Committee – this request will be referred to Full Council. |
|  | *The Committee will adjourn for the following items:* |  |
|  | 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. | Sarah Collinson spoke about the Public Sector Equality Duties set out in the Equality Act of 2010, and the requirement of the Town Council to consider these points in its decision making. Ms Collinson proposed that the Council should adopt an inclusive agenda as it helps bring communities together.  It was **AGREED** that Councillors would review the ‘Equality Framework for Local Government’ document and discuss at the next meeting. |
|  | *The Committee will convene to consider the following items:* |  |
| 2 | To update on any matters arising from the minutes of 15th July 2019.  (Note: already agreed through Full Council.) | Item 3 – Resolved by Full Council, and reference to the Charter for Walking Neighbourhoods will be included in the draft Neighbourhood Plan.  Item 5 – Resolved by Full Council, and updates at Item 6 of this meeting.  Item 7 – Resolved by Full Council, and community groups will be contacted to make them aware of the commemorations (should they wish to engage). |
| 3 | To consider the outcomes of a meeting held on 4th September with the Totnes Community Development Society about The Mansion. | It was **AGREED** to bring this item forward. Cllr Luker updated on a meeting between Councillors and the directors of the Totnes Community Development Society (TCDS) to discuss concerns about The Mansion. Cllr Luker has followed up with an email to thank them for the meeting and saying that while the idea of open space is great, it doesn’t meet the concerns of the users and has asked them to look at this issue again. TCDS will hold their AGM on Thursday 19th September.  Concerns remain about the filing of accounts, and how the loss of Learn Devon may affect the broader provision of adult education in the town. Cllr Piper reported that Caring Town and Totnes Caring will co-locate in order to avoid the safeguarding concerns of lone working.  It was **AGREED** that this should be a standing item on the Town Matters agenda until the situation improves.  To **RECOMMEND** to Full Council that two Councillors are appointed representatives on outside bodies to TCDS (if invited to do so by TCDS). |
| 4 | To consider any actions from the Arts Working Group on 10th September. | Cllr Piper updated that the Community Arts Day will be held on Saturday 16th November in the Civic Hall, with Bob the Bus providing transport and various festive craft activities on offer.  On Tuesday 26th November there will be the Christmas Lights switch on, with this being more of an event than last year. |
| 5 | To consider any actions from the Climate Change Working Group on 9th September. | Cllr Allen had provided a written update out of Committee. A SHDC Officer has offered to speak to the Working Group about where the waste goes after collection.  To **RECOMMEND** to Full Council that TTC:   * Requests carbon emission and biodiversity baseline data for Totnes from SHDC derived from existing data for the County and District; * Reviews its energy suppliers for all its assets to ensure they are all fully renewable energy suppliers, and encourages other organisations and businesses in the town to review their energy suppliers; and * With the agreement of Council officers, lobbies Peninsula Pensions and DCC to directly consult investors on their policy of investing in fossil fuels and non-ethical investments. |
| 6 | To consider any actions from the Community Engagement Working Group on 16th September. | Cllr Webberley gave an update from the last meetings including:   * Dates for ‘Meet your Councillor’ – October 5th October (outside Bogan House or White Stuff), 20th (outside Follaton Stores), and 30th (St John’s Community Café). * Lanyards for Councillors to display name badges, to be costed. * Laminated A1 poster of Councillor details, to be costed. * Laminated sheet for future Council meeting dates, to be produced by the Council Offices. |
| 7 | To note updates from the Cultural and Arts Link Councillors. | Cllr Skinner updated that she would wait until the Carnival AGM to report to Committee.  Cllr Allen updated on the St Mary’s Church heritage project, with plans for the floor map to be displayed in the Guildhall this weekend and she invited Councillors to come and comment. An exhibition will be hosted in the Church in October, and a map design competition will be held. Further information will be circulated to all Councillors. |
| 8 | To consider the potential uses for the adopted public telephone boxes at Swallowfields and Plymouth Road (opposite the Cemetery). | The terms of the adoption were confirmed (no resale, no running of a business). To **RECOMMEND** to Full Council that a short item should be put in the Totnes Times inviting ideas from members of the public for future uses for the telephone boxes. |
| 9 | To consider possible locations for three South Hams District Council litter bins. | To **RECOMMEND** to Full Council that four potential locations are suggested to SHDC based on their being litter trouble spots:   * 38 Fore Street, next to the parking meter between Halls and the Methodist Church. * A small bin next to the benches below 63 Fore Street. * Second bin at Heath’s Garden near the car park end. * Outside the Guildhall. |
| 10 | To consider the Earth Protector Town initiative. | Cllr Piper updated that Cllr Allford has applied for a pack to measure Council efforts against the goals set in the campaign’s literature.  To **RECOMMEND** to Full Council that on the basis that Totnes Town Council is working towards the five stated goals, TTC should consider signing up to be an Earth Protector Town. |
| 11 | To note the minutes of the Totnes Supporting Fairtrade meeting held on 11th July 219. | Noted. |
| 12 | To note concerns raised by members of the public to ambulance response times. | To **RECOMMEND** to Full Council that TTC writes to the local MP expressing concerns about the capacity of paramedics to respond to call outs in a timely manner and the current level of service provided, and to ask for her views and what she is going to do to raise this issue. |
| 13 | To note the date of the next meeting of the Town Matters Committee – **Monday 18th November 2019 at 7.00pm in the Guildhall.** | Noted. |