



**DRAFT MINUTES OF THE TOWN MATTERS COMMITTEE
MONDAY 18TH NOVEMBER 2019 AT THE GUILDHALL TOTNES**

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

Apologies: Cllr L Webberley.

Not Present: Cllrs K Perkins and R Vint.

In Attendance: 1 member of the public 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.	It was RESOLVED to accept the apologies from Cllr Webberley.
<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.	The member of the public wanted to make the Committee aware of the launch in December 2019 of a pilot community website. Totnes was invited to pilot the format (along with a small number of other towns) which is run by a volunteer editor, with various pages for events, articles, gallery for local artists, buy/sell/swap, chat, advertising. The editor has spoken with Totnes Pulse about linking up with their site. Users have to sign up to the site with a 6p minimum payment, which verifies their address as local to Totnes. The site is self-funded at the moment but it is hoped that grant funding could be available going forward.
<i>The Committee will convene to consider the following items:</i>		
2	To update on any matters arising from the minutes of 16 th September 2019. (Note: already agreed through Full Council.)	<p>Public Session – The Council Matters Committee is due to review the Town Council policies in relation to equality and diversity. The ‘Equality and Diversity Framework for Local Government’ will be discussed at the Town Matters Committee in January 2020.</p> <p>Item 3 – Resolved by Full Council. The officer will email the Totnes Community Development Society to offer link Councillor representation at their meetings.</p> <p>Item 5 – Resolved by Full Council. A letter has been sent to South Hams District Council; Opus are the Council’s energy provider who perform well in renewable energy provision; and the issue of the pension provider will be raised at the next staff meeting.</p> <p>Item 7 – Cllr Skinner updated on the carnival AGM. The carnival in 2020 will be a walking procession with the aim to be greener with no floats. It is hoped to involve the lantern festival (although the light evenings will not be ideal). It is proposed to hold the carnival on 4th July so that schools can be involved.</p>

		<p>Cllrs agreed that this is a new start for the carnival, and that bookending the summer with the carnival at the start and the lantern festival in September/October is a welcome idea.</p> <p>Item 8 – Resolved by Full Council. A draft article has been sent to the Totnes Times (but not yet covered).</p> <p>Item 9 – Resolved by Full Council. The bins will be installed near 38 and 63 Fore Street.</p> <p>Item 10 – Resolved with amendments by Full Council.</p> <p>Item 12 – Resolved by Full Council. A letter was sent by the Clerk on 28th October and the MP’s response has been circulated to all Councillors.</p>
3	To consider any actions from the Arts Working Group on 11 th November.	<p>Cllr Piper updated that:</p> <ul style="list-style-type: none"> • Planning for the Christmas Festival is going well. • The Community Arts Day on 16th November had been a success, with the lighting and music in the hall better than last year. • The Christmas Tree has gone up in the Civic Square today, and the lights switch on will be on Tuesday 26th November, with music from local schools and a Santa’s grotto in the Civic Hall. • The next meeting will be on 5th December at 1pm.
4	To consider any actions from the Climate Change Working Group on 22 nd October.	<p>Cllr Allen updated that the actions from the previous meeting had been taken forward and included:</p> <ul style="list-style-type: none"> • Support for the Climate Emergency Week in the Guildhall which ran from 3rd-9th November. • Tree planting event planned for 24th November at Baltic Wharf and networking to link those interested in donating or planting trees. • Encouraging festival organisers of events in the town to be plastic free. • The idea of a composting business in the town to take commercial tree and gardening waste. • The next meeting will be on 19th November.
5	To consider any actions from the Community Engagement Working Group on 18 th November.	<p>In the absence of the Chair (Cllr Webberley) there was an informal discussion between Councillors. It was concluded that:</p> <ul style="list-style-type: none"> • A deputy chair needs to be formally elected at the next meeting proposed for January 2020, as there is value in these Working Group meetings continuing. • Community Engagement has improved with items in the Totnes Directory, changing the public session to before Full Council, craft days and ‘Meet your Councillor’ events. • Specific ‘Meet your Councillor’ events need to be timed for the location – for example,

		<p>Follaton needs to be in the summer when people are around. The Saturday event where a pitch was taken near the market went well, as has a presence at the St John's Community Café.</p> <p>It was AGREED to ask Cllr Allford to circulate the notes that she had taken to all Cllrs for information.</p>
6	To note updates from the Elderly and Vulnerable People, and Young People/Youth Link Councillors.	No updates were provided.
7	To note the Devon County Council (Traffic Management) Permit Scheme Order. [Deadline for responses is 18 th November – Cllrs have been emailed separately about this issue and see www.devon.gov.uk/workspermit-scheme .]	Noted.
8	To note the Devon County Council 'Engaging Rural Micro Business' trial.	Noted. To RECOMMEND to Full Council that Totnes Town Council recognises the importance of micro businesses and would seek to encourage South Hams District Council to support this type of business venture in particular.
9	To note the Devon Highways Winter Newsletter.	Noted. It was AGREED to put an item to the Totnes Town Council website home page and Facebook to ask the public to check if a grit bin is empty and if it is to report it to Devon Highways at https://www.devon.gov.uk/roadsandtransport/report-a-problem/ and select the grit bin option. Councillors would also be emailed to alert them to this website link.
10	To note the minutes of the Totnes Supporting Fairtrade meeting and AGM held on 2 nd October 2019.	Noted.
11	To note the date of the next meeting of the Town Matters Committee – Monday 21st January 2020 at 7.00pm in the Guildhall.	Noted.