

**AGENDA FOR THE TOWN MATTERS COMMITTEE  
MONDAY 18<sup>TH</sup> NOVEMBER 2019 AT THE GUILDHALL, TOTNES**

You are hereby SUMMONED to attend the Town Matters Committee, which is to be held in the Guildhall, Totnes on **Monday 18<sup>th</sup> November 2019 at 7pm** for the purpose of transacting the following business:

No	Subject	Comments	Timing
1	To receive apologies and to confirm that any absence has the approval of the Council.		2 mins
	<i>The Committee will adjourn for the following items:</i>		
	Public Question Time: 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.		15 mins
	<i>The Committee will convene to consider the following items:</i>		
2	To update on any matters arising from the minutes of 16 <sup>th</sup> September 2019. (Note: already agreed through Full Council.)	Document enclosed.	5 mins
3	To consider any actions from the Arts Working Group on 11 <sup>th</sup> November.	Verbal update.	10 mins
4	To consider any actions from the Climate Change Working Group on 22 <sup>nd</sup> October.	Verbal update – Cllr Allen.	10 mins
5	To consider any actions from the Community Engagement Working Group on 18 <sup>th</sup> November.	Verbal update – Cllr Webberley.	10 mins
6	To note updates from the Elderly and Vulnerable People, and Young People/Youth Link Councillors.		15 mins
7	To note the Devon County Council (Traffic Management) Permit Scheme Order. [Deadline for responses is 18 <sup>th</sup> November – Cllrs have been emailed separately about this issue and see <a href="http://www.devon.gov.uk/workspermit-scheme">www.devon.gov.uk/workspermit-scheme</a> .]	Document enclosed.	10 mins
8	To note the Devon County Council 'Engaging Rural Micro Business' trial.	Document enclosed.	10 mins
9	To note the Devon Highways Winter Newsletter.	Document enclosed.	5 mins
10	To note the minutes of the Totnes Supporting Fairtrade meeting and AGM held on 2 <sup>nd</sup> October 2019.	Document enclosed.	5 mins
11	To note the date of the next meeting of the Town Matters Committee – <b>Monday 21<sup>st</sup> January 2020 at 7.00pm in the Guildhall.</b>		2 mins

Sara Halliday  
Committee and Cemetery Administrator

Future meetings agenda items:

- Jan 2020 – NALC Charter for Trees; National Community Energy Campaign and the Local Electricity Bill.
- Link Councillor Updates:
  - Jan – Heritage, and Open Space, Sports Provision, Leisure
  - Mar – Traffic & Transport, and Environment & Sustainability
  - May – Disability, and Business and Employment

Committee Members – quorum is 3 members (1/3 of elected)

- Cllr Piper (Chair)
- Cllr Allen
- Cllr Hendriksen
- Cllr Matthews
- Cllr Paine
- Cllr Perkins
- Cllr Skinner
- Cllr Trow
- Cllr Webberley





**MINUTES OF THE TOWN MATTERS COMMITTEE  
MONDAY 16<sup>TH</sup> 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).

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	It was <b>RESOLVED</b> to accept the apologies. Cllr Vint would like to become a member of this Committee – this request will be referred to Full Council.
<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.	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 <b>AGREED</b> that Councillors would review the 'Equality Framework for Local Government' document and discuss at the next meeting.
<i>The Committee will convene to consider the following items:</i>		
2	To update on any matters arising from the minutes of 15 <sup>th</sup> 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 4 <sup>th</sup> September with the Totnes Community Development Society about The Mansion.	It was <b>AGREED</b> 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 19 <sup>th</sup> September.  Concerns remain about the filing of accounts, and how the loss of Learn Devon may affect the broader

		<p>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.</p> <p>It was <b>AGREED</b> that this should be a standing item on the Town Matters agenda until the situation improves.</p> <p>To <b>RECOMMEND</b> to Full Council that two Councillors are appointed representatives on outside bodies to TCDS (if invited to do so by TCDS).</p>
4	To consider any actions from the Arts Working Group on 10 <sup>th</sup> September.	<p>Cllr Piper updated that the Community Arts Day will be held on Saturday 16<sup>th</sup> November in the Civic Hall, with Bob the Bus providing transport and various festive craft activities on offer.</p> <p>On Tuesday 26<sup>th</sup> November there will be the Christmas Lights switch on, with this being more of an event than last year.</p>
5	To consider any actions from the Climate Change Working Group on 9 <sup>th</sup> September.	<p>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.</p> <p>To <b>RECOMMEND</b> to Full Council that TTC:</p> <ul style="list-style-type: none"> <li>• Requests carbon emission and biodiversity baseline data for Totnes from SHDC derived from existing data for the County and District;</li> <li>• 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</li> <li>• 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.</li> </ul>
6	To consider any actions from the Community Engagement Working Group on 16 <sup>th</sup> September.	<p>Cllr Webberley gave an update from the last meetings including:</p> <ul style="list-style-type: none"> <li>• Dates for 'Meet your Councillor' – October 5<sup>th</sup> October (outside Bogan House or White Stuff), 20<sup>th</sup> (outside Follaton Stores), and 30<sup>th</sup> (St John's Community Café).</li> <li>• Lanyards for Councillors to display name badges, to be costed.</li> <li>• Laminated A1 poster of Councillor details, to be costed.</li> <li>• Laminated sheet for future Council meeting dates, to be produced by the Council Offices.</li> </ul>

7	To note updates from the Cultural and Arts Link Councillors.	<p>Cllr Skinner updated that she would wait until the Carnival AGM to report to Committee.</p> <p>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.</p>
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 <b>RECOMMEND</b> 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.	<p>To <b>RECOMMEND</b> to Full Council that four potential locations are suggested to SHDC based on their being litter trouble spots:</p> <ul style="list-style-type: none"> <li>• 38 Fore Street, next to the parking meter between Halls and the Methodist Church.</li> <li>• A small bin next to the benches below 63 Fore Street.</li> <li>• Second bin at Heath's Garden near the car park end.</li> <li>• Outside the Guildhall.</li> </ul>
10	To consider the Earth Protector Town initiative.	<p>Cllr Piper updated that Cllr Allford has applied for a pack to measure Council efforts against the goals set in the campaign's literature.</p> <p>To <b>RECOMMEND</b> 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.</p>
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 <b>RECOMMEND</b> 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 – <b>Monday 18<sup>th</sup> November 2019 at 7.00pm in the Guildhall.</b>	Noted.

**Devon County Council (Traffic Management) Permit Scheme Order**

As required by Regulation 17(1) of The Traffic Management Permit Scheme (England) Regulations 2007, notice is given that Devon County Council is proposing to introduce the Devon Permit Scheme for Road and Street Works.

Devon County Council would be operating a permit scheme under Part 3 of the Traffic Management Act 2004.

The Devon Permit Scheme for Road and Street Works, describing the types of works or activities for which, and type of roads on which permits will be required, and all other details of the Scheme including the processes for applying for permits, the level of fees and when and by whom they are payable, are at [www.devon.gov.uk/worksp permit-scheme](http://www.devon.gov.uk/worksp permit-scheme)

The draft order may be seen at [www.devon.gov.uk/worksp permit-scheme](http://www.devon.gov.uk/worksp permit-scheme) (free internet access at Libraries Unlimited (excluding mobile) libraries) and during usual office hours at the address below in main reception.

Objections & other comments specifying the proposal & the grounds on which they are made must be in writing to the address below or via [www.devon.gov.uk/worksp permit-scheme](http://www.devon.gov.uk/worksp permit-scheme) to arrive by **18<sup>th</sup> November 2019**. If you make a submission be aware that contact details and points contributed may be made publicly available in accordance with our legal obligations. Receipt of submissions may not be acknowledged but those received will be considered and may be shared within Devon County Council and our partners. Further information on how we process personal data at [www.devon.gov.uk](http://www.devon.gov.uk) (search for traffic regulation orders privacy notice).

21<sup>st</sup> October 2019

reference IMR/B16273-5781

County Solicitor, County Hall, Topsham Road, Exeter EX2 4QD

**Statement of Reasons**

Devon County Council has identified a strong business case for the introduction of a Roadworks Permit Scheme in Devon. The introduction of a Roadworks Permit scheme offers an opportunity to reduce journey delay and associated congestion / fuel emissions through better control and planning of works on the highway.

## ITEM 8 – DEVON COUNTY COUNCIL ENGAGING RURAL MICRO BUSINESS TRIAL

**Are you a rural micro business or sole trader? Are you interested in shaping the future of business support? Then the Engaging Rural Micros project wants to work with you!**

Engaging Rural Micros is a research trial to learn how to stimulate positive mindsets towards improving business efficiency.

Micro businesses, freelancers and sole traders (less than 10 employees) make up 90.1% of Devon's rural economy\*. Research suggests that there is a need for these rural micros to overcome their tendencies towards overworking, and increase time working *on the business* rather than *in the business*.

Are you a business owner who can relate to this? Is your dream to increase efficiency within your business, free up time, and reach that elusive 'work-life balance'? Then get involved in this new research trial!

The trial will look at different ways of providing support to these businesses. All participating businesses will receive:

- business monitoring for up to 12 months, completing three business analysis surveys over the course of the trial
- a business insight report at the end of the project
- information on the trial outcomes and future support
- an invitation to an event at the end of the project, which will be a great networking opportunity for local businesses.

The trial will be based in rural areas of Devon (outside of settlements with a population over 10,000).

**If you are a micro business owner, freelancer or sole trader, sign up online at [www.engagingruralmicros.com](http://www.engagingruralmicros.com) or contact [engagingruralmicros@devon.gov.uk](mailto:engagingruralmicros@devon.gov.uk) before the end of December 2019.**

\*statistics excluding Exeter





ITEM 9

Receive Updates




## DCC Highways Newsletter - Winter special edition

Devon County Council sent this bulletin at 22-10-2019 04:08 PM BST

<https://content.govdelivery.com/accounts/UKDEVONCC/bulletins/261f922>

# Roadmap

Highways updates in your area



**Devon**  
Highways

**Devon**  
County Council

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### Winter Service Special

Devon Highways winter service period officially started on the 15 October.

We aim to assist safe Winter Travel in every way that we can, however not everything is under our control or in our remit. Below is a list of just some of the things we do to help keep the network moving

- Undertake precautionary salting on major roads when there is a risk of ice or snow
- Monitor road conditions and direct resources to where problems are occurring
- Clear the major routes of snow
- Provide roadside salt bins and bags for self help
- React to highway flooding, and fallen trees which can be reported online
- Keep delays to a minimum.

You can find out more about what we do in our [Winter Service and Emergency Plan](#).

October 2019

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**Useful links**

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### Neighbourhood Highway Officer (NHO)

Each electoral division has a **designated NHO** who provides local support and information on highway matters. They are your main point of contact for the highway service.

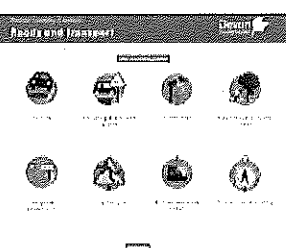
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### Report a problem

Report a number of problems, including potholes, on our [report a problem page](#)

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**Report a problem**



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## pinpoint


[Pinpoint Devon](#) enables users to find care and support services, residential homes, advice services, community groups, activity clubs, registered childcare and much more across Devon.

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**Devon**  
Highways

Important updates

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**GRIT**

### Grit bins

We will not routinely be refilling grit bins this year so please ensure that you advise us of any empty or damaged grit bins, or any with contents that are unusable, via our [report a problem page](#)

### IMPORTANT - Snow Warden details

If you are new to the Snow Warden Scheme or your Snow Warden details have changed, please complete our [online form](#).

It is important that we have accurate, up to date information so that we are able to circulate important updates during periods of severe weather but also to ensure that we comply with GDPR requirements.

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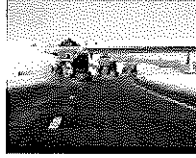
If you are not currently part of the scheme but would like to join, please speak to your [Neighbourhood Highway Officer](#) in the first instance.

### Free allocation of salt

If you are part of the Snow Warden Scheme and need further supplies of free salt (up to 4 tonnes per parish) please complete our [online form](#).

### Salting network

There are 2,650 km (1,650 miles) of roads are on the precautionary salting network. This includes major roads and routes to larger settlements, as well as accesses to emergency services such as hospitals or fire stations to make travelling as safe as possible. Despite this, 80% of roads are not routinely treated. Details of gritting routes are available on our report a problem webpage under the grit bin option or are also accessible via [one.network.org](#) (Map Layers>Driver Information>Winter Gritting Routes).



Devon  
Highways

### Funding news

### Highway Maintenance Community Enhancement Fund

Did you know that you can apply to our HMCEF fund for financial assistance for minor maintenance projects in your community? Applications can also be submitted for equipment to support your communities during the winter months. Funding has previously been granted for the purchase of additional grit bins and a salt/gritter dispenser. For further information please visit [our webpages](#).

Devon  
Highways

### Community self help

### Parish & Town Council Conferences

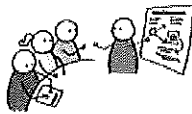
Thank you to everyone who was able to attend and support our Parish & Town Council Conferences.



A feedback form will be distributed to all attendees shortly.

### Snow Warden Training

Please remember that your nominated Snow Warden must have had training provided by our Neighbourhood Team. The Snow Warden will then be able to train additional volunteers. If you need to arrange training please contact your [Neighbourhood Highway Officer](#).



### Community Warden Facebook Group

A Facebook group has been created to provide an area to share examples of local projects, discuss ideas for future projects and collaborative working and to seek advice and guidance.

All parishes and town councils, signed up to the road warden scheme, and Snow Wardens, who have provided us with an email address, have been invited to the group.

If you would like to become a member please let us [know here](#) (an email address is required).



### Flood Risk Management

For information on protecting communities and improving resilience please visit our [Flood Risk Management webpages](#).

### Have your say

We would like to invite our stakeholders to complete a public satisfaction survey provided by the National Highways and Transport Network (NHT).

[Click here](#) for further information and to complete the survey.



### One.network

[One.network](#) (formerly [roadworks.org](#)) enables you to find out what roadworks are going on in your area and you can sign up to automatic alerts.

We also create dedicated webpages for works which are likely to impact those travelling on our network. These are available to [view here](#).

### Highway Safety Awareness

A free e-learning course is available, which we recommend is undertaken by anybody who wishes to, or is interested in, undertaking community works on or near the highway. If you would like to register volunteers for this course, please send their name and email addresses to [this mailbox](#).



The Met Office provides a range of advice to help you deal with the worst the weather throws at us.


[Tips and advice is available](#)  
including how to stay safe, warm  
and healthy at home or outdoors.

## Feedback


If you have any feedback please let us know as we would like to shape this publication based on your requirements.

Alternatively if you are aware of other members of your council who would like to receive a copy of Roadmap please advise [here](#).

**0345 155 1004**  
csc.roads@devon.gov.uk

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Totnes Supporting FairtradeMinutes of Ordinary Meeting Wednesday October 2<sup>nd</sup> 2019 The Seven Stars

**Present:** Chairman : David Horsburgh , Pruw Boswell Harper, Lionel Harper Wendy Hartley, Carolyn Stilwell, Ann Arscott

**Apologies :** Colin Luker, Frances (Fran) Deimel

**Treasurers Report**

We have £536.48 in the bank.

About £400 is needed for the schools conference. (Thursday February 27<sup>th</sup> 2020.)

David will apply for Paige Adams funding .

Councillors to be approached to ask for funding.

Fairtrade Quiz at The Bay Horse Horse, Monday February 10<sup>th</sup> 2020 will be a fundraiser

**Stickers**

Forty new stickers have been produced. Thanks to Mark and Pruw.

We propose to give them to businesses that sell at least two fair trade products. (Although Fairtrade organisation stipulate 4 products.)

We feel it is encouraging to businesses if we give them a sticker, and if displayed they are good publicity for fairtrade.

**Shops visits**

**Results- nb. Please could everyone inform Wendy of the results of their visits so she can compile an up to date list.**

Birdwood House sell fairtrade tea. David to encourage them to sell fairtrade coffee.

**Leaflets**

At our July meeting Wendy showed us an excellent colourful leaflet Great Torrington fairtrade group have produced. A4 folded into three. **Pruw** was given the leaflet and asked if she can please produce something similar for Totnes.

Great Torrington to be contacted to find out if we can have their format as a basis or Pruw will design something similar. Pruw to find out costings to print the leaflets herself and get quotes from Veaseys and/or Kingfisher .

It would need updating every year to include an up to date list of the businesses and organisations who are selling or using fairtrade products.

**Action Plan**

We have until July 2020 to complete the goals.

**Goal 5**

We need to try to recruit more people to join our group and to have a cross section of the community involved. Lionel and Pruw suggested contacting Helen Skadding. **David** will do this.

**Fairtrade Primary Schools Conference** booked for Thursday February 27<sup>th</sup> 2020 at KEVICC.

Cocoa growers attending.

Other suggestions : A tea party in the Guildhall in the afternoon.

A Barn Dance. A talk at St John's. Hothouse 4 cabaret at the Seven Stars

Ukele band concert.

**Date of next meeting: 5.45p.m. Wednesday November 27<sup>th</sup> The Seven Stars.**

It was suggested that we have a meal together at the Seven Stars afterwards and we have reserved a table

nb. Please let David know if you can attend this. Partners welcome.

CAS 9.10.19.

## Totnes Supporting Fairtrade

### AGM Minutes 5.45 p.m. Wednesday October 2nd 2019

**Present:** Chairman: David Horsburgh , Wendy Hartley, Carolyn Stilwell, Ann Arscott , Pruw Boswel Harper, Lionel Harper .

**Apologies:** Colin Luker, Fran Deimel

#### **Chairman's report**

As always, we have had a very busy year.

David thanked everyone for their efforts.

Fairtrade Fortnight events included School conference, a Tea party at the Methodist Church with certificates for women in the community who deserve recognition, a Quiz Evening in the Bay Horse, displays in Green Life and the Library.

Pruw and Lionel decorated a "fairtrade" Christmas tree at the Methodist Church.

We made visits to local shops and cafes to promote Fairtrade, and awarded stickers to those selling fairtrade products.

We celebrated the fairtrade signs that are now displayed under the welcome to the town signs on the roads into the town.

#### **Treasurer's report**

The amount in the bank is £536.48

#### **Elections**

Chair : David Horsburgh

Vice chair: Carolyn Stilwell

Treasurer : Lionel Harper

Secretary : vacancy

Minutes sec: Carolyn Stilwell

**NEXT AGM Wednesday September 30<sup>th</sup> 2020 at The Seven Stars**