

MINUTES OF THE MEETING OF TOTNES TOWN COUNCIL
MONDAY 4th JULY 2016 AT THE GUILDHALL TOTNES

Present: Councillors Cohen (Chair), Westacott MBE, Vint, M Adams, R Adams, Paine, Simms, Hendriksen, Hodgson, Sermon and Whitty

Apologies: Councillor Piper

In Attendance: Catherine Marlton (Deputy Town Clerk), Laura Shearer (Minutes), Peter Bethel (Town Sergeant), Soundart Radio, 1 member of the press and 25 members of the public

No	Subject	Comments
	*** Councillors are invited to a presentation about the proposals for the 2017 Totnes Guide and Visit Totnes website. This will take place in the Guildhall at 6pm.***	A presentation was received from Left Bridge, the company who will be producing the Totnes Guide 2017 and the new Visit Totnes website.
1	To receive apologies.	It was RESOLVED to receive the apologies from Cllr Piper.
2	The Mayor will request confirmation that all Members have made any amendments necessary to their Declaration of Interests, if appropriate.	There were no amendments.
3	<p><i>The Council will adjourn for the following items:</i></p> <p><u>Public Question Time:</u> A period of 15 minutes will be allowed for members of the public to ask questions or make comment regarding the work of the Council or other items that affect Totnes.</p>	<p>Members of the public spoke about the following matters:</p> <p>A member of the public spoke about traffic flow in Fore Street and says that 89% of vehicles ignore the 'Access Only' sign and continue up through the High Street. They circulated a map showing that emergency vehicles now have to travel an extra 200 yards if they need to gain access to the High Street and they would like the ETO reversed with improvements for shared space.</p> <p>A member of the public spoke about the benefits of the Credit Union community bank and wanted to inform councillors and members of the public about a publicity event which is being held at Birdwood House on Friday 15th July. They also spoke about concerns for Fairtrade growers following the Brexit vote and asked councillors to consider joining the Fairtrade group during this difficult time.</p> <p>A member of the public introduced herself as a Green Party candidate who will be standing for council in the upcoming election.</p> <p>A member of the public complained that the doors were locked before 7pm. They also felt that previous discussions regarding the closure of the Totnes Information Centre were minuted incorrectly and that no closing date should have been agreed until an alternative service was put in place.</p> <p>A member of the public said that none of the questions from the Extraordinary Council meeting last Thursday were answered and not everybody had a chance to speak. They raised concerns that tourism will be withdrawn altogether and they questioned what the council budget would be spent on instead.</p> <p>Cllr E Cohen explained that the doors were kept locked so that we could do a head count and make sure we were adhering to fire safety regulations.</p> <p>Cllr J Westacott MBE read out a list of questions from</p>

	<p><u>Reports from County and District Councillors</u> <i>The Council will convene.</i></p>	<p>Thursday's meeting with answers to all of these which were prepared in advance.</p> <p>Cllr Green explained that the consultation for the Joint Local Plan has started and will continue until 12th August. Information can be found on the SHDC website where there is an information pack for Totnes.</p> <p>SHDC have approved to accept 6 Syrian refugee families in to the South Hams area after strong calls for support from Totnes and Dartington.</p> <p>SHDC are aware they are not functioning efficiently so Cllrs have agreed to invest £500,000 to address this issue and improve the service they provide.</p> <p>Cllr Vint circulated a report in advance of the meeting which touched on 20mph zones and Devolution. Cllr Vint agreed to raise the Devolution agenda with DCC.</p>
4	<p>To approve and sign the Minutes of the following Meetings:</p> <ul style="list-style-type: none"> • Planning Committee 9th June 2016 • Personnel Committee 2nd June 2016 - CONFIDENTIAL • Annual Town Meeting 26th April 2016 	<p>It was RESOLVED to approve and sign the minutes.</p>
5	<p>To consider any matters arising from the Minutes.</p>	<p>None.</p>
6	<p>To approve the proposal for new visitor information services.</p>	<p>Cllr J Hodgson proposed an amendment to this proposal which required discussion on confidential staff and budget matters. This item was then moved to part 2 (see item 14):</p> <p><i>At this point the Council RESOLVED to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i></p> <p>The confidential matters were discussed regarding the proposed amendment. Concerns were raised by some Councillors that a member of staff was needed to man the new Visitor Information Point. After much discussion councillors approved the proposal put forward by the TIC Working Group.</p> <p>It was RESOLVED to implement the new information services structure from 1st September 2016 which confirms the appointment of Left Bridge to produce the Guide and Website. A letter will be sent to all advertisers to explain the improvements proposed to the Guide and Website provision and changes to other service areas. The Visitor Information Point will be overseen by the Destination Manager and customer and staff feedback monitored to ensure this service is sufficiently resourced.</p> <p>A recorded vote was requested.</p> <p>In favour of the proposal: Cllrs PP, RH, JW, EC, RA, MA Against the proposal: Cllrs JH, TW, KS, AS Abstention: Cllr RV</p>

7	To discuss the protocol for flying the Union flag atop the Civic Hall.	It was agreed to follow national protocol and fly the Union flag on the designated dates set out on the government website here: https://www.gov.uk/guidance/designated-days-for-union-flag-flying with the flag being raised up to 2 days prior and lowered up to 2 days following.
8	To note that 2 quotes between the value of £5,500 and £9,500 have been received for fire safety improvement works in the Civic Hall. A third quote is being sought and the Recess Committee may be consulted for approval, if necessary, because the works are urgent.	New fire safety information has recently come to light which means that one of these quotes needs to be amended. It was agreed that the Deputy Clerk would take 3 quotes to the Recess Committee when these were available.
9	To convene a Cemetery Working Group in accordance with the draft terms of reference.	It was RESOLVED to form a Cemetery Working Group. It was agreed that Cllrs M Adams, R Adams, P Paine and A Simms would sit on this Working Group. Cllrs would like an amendment to the Terms of Reference to include the management of wildlife habitats in this area.
10	To give delegated authority to the Planning Committee to liaise with the NP Steering Group to respond to the SHDC Joint Plan consultation within the August deadline.	It was RESOLVED to give delegated authority to the Planning Committee to respond to the Joint Plan consultation. Cllr J Hodgson informed councillors that there may also be an additional consultation meeting as the 19 th July coincides with an event in Dartington.
11	To note the informal minutes from the SHDC Mayors and Clerks Meeting.	This was noted. Cllr E Cohen emphasised the importance of completing the Neighbourhood Plan as soon as possible.
12	To note that the Town and District Council elections will take place on 27 th July 2016 and that the Civic Hall will be the polling station.	This was noted. Cllrs were pleased by the number of candidates standing for Council. The Deputy Clerk was asked to find out about all polling stations around Totnes and Bridgetown.
13	To elect a Recess Committee of the Mayor and Committee Chairmen which will have delegated authority to deal with any matters which may arise during August when the Council is in recess. Any such decisions will be reported to the Council in September.	It was RESOLVED to give delegated authority to the Recess Committee throughout August. Members of this committee are the Mayor and Chairs of committees.
14	To discuss the quotes received for works to the Museum and Guildhall.	<i>At this point the Council RESOLVED to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.</i> The confidential quotes were discussed and it was agreed to go ahead with the works as soon as possible.
15	To note the date of the next meeting on Monday 4th July 2016 at 7pm in the Guildhall.	It was noted the correct date for the next meeting is Monday 5 th September 2016 at 7pm in the Guildhall.

END

MAYOR