



AGENDA FOR THE MEETING OF COUNCIL MATTERS
MONDAY 18TH JANUARY 2021 AT 6.30PM – HELD REMOTELY USING ZOOM

MEETING LINK: <https://zoom.us/j/92115695762>

Meeting ID: 921 1569 5762 Passcode: Not required

You are hereby SUMMONED to attend the **Council Matters Committee**, which is to be held using remote meeting service Zoom on **Monday 18th January 2021 at 6.30pm** for the purpose of transacting the following business:

Committee Members: Councillors E Price (Chair), M Adams, C Allford, J Hodgson, C Luker, P Paine, B Piper, V Trow.

1. APOLOGIES FOR ABSENCE

To receive apologies and to confirm that any absence has the approval of the Committee.

The Committee will adjourn for the following items:

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.

The Committee will convene to consider the following items:

2. DEPUTY CHAIR

To elect a Deputy Chair (who will chair in Chair's absence). No document.

3. CONFIRMATION OF MINUTES

To update on any matters arising from the minutes of 14th December 2020. (Note: already agreed through Full Council.) Document enclosed.

4. 2021/2022 DRAFT BUDGET

To consider the draft annual budget for 2021/22 and make a recommendation to Full Council. Budget breakdown document enclosed and report to follow.

5. TERMS OF REFERENCE FOR TOTNES FUTURE FORUM

To consider what is appropriate in terms of remit and structure for this new forum. The draft Traffic and Transport Forum terms of reference and Totnes Future Forum ideas from Cllr Luker are enclosed. Documents enclosed.

6. OUR PLACE

To consider expenditure of £585 from the Climate Change budget to provide the website similar to the following: <https://ourplaceourplanet.org/> at a cost of £585. No document.

7. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 8th February 2021 at 6.30pm (please note the meeting time change). No document

*The Committee will be asked to **RESOLVE** 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. (CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)*

8. RESIDENTIAL PROPERTIES

To consider an issue in relation to management of our tenanted properties and consider future property management options. No document, verbal update by Finance Manager.

9. ALARM SERVICE

To note a change in the alarm service and monitoring. No document, verbal update by Finance Manager.

10. LEGAL ISSUE

To note any actions or updates from a meeting with the legal advisors on Monday 18th January 2021. No document, verbal update Town Clerk.

11. STAFFING UPDATE (Standing Item)

For any general or urgent updates that required confidential sharing with Councillors. No document.

Catherine Marlton
Town Clerk

USE OF SOUND RECORDINGS AT COUNCIL & COMMITTEE MEETINGS

The open proceedings of this Meeting will be audio and video recorded. If members of the public make a representation, they will be deemed to have consented to being recorded. By entering the Council Chamber or Zoom meeting, attendees are also consenting to being recorded.

Televised, vision and sound recordings or live broadcastings by members of the press or public at Council or Committee debates are permitted and anyone wishing to do so is asked to inform the Chairman of the respective Committee of their intention to record proceedings.



**MINUTES OF THE MEETING OF COUNCIL MATTERS
MONDAY 14TH DECEMBER 2020 AT 7.30PM – HELD REMOTELY USING ZOOM**

Present: Councillors E Price (Chair), M Adams, C Allford, J Hodgson, C Luker, P Paine, V Trow and B Piper (joined the meeting at 7.35).

Apologies: None

In Attendance: C Marlton (Town Clerk).

1. APOLOGIES FOR ABSENCE

To receive apologies and to confirm that any absence has the approval of the Committee.

There were no apologies.

The Committee will adjourn for the following items:

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.

There were no members of the public who wished to speak.

The Committee reconvened.

2. CONFIRMATION OF MINUTES

To update on any matters arising from the minutes of 9th November 2020.

The minutes have already been ratified by Full Council. There were no matters arising.

3. 2021/2022 DRAFT BUDGET

To consider the draft annual budget for 2021/2022 and make a recommendation to Full Council.

Noted. As some Councillors have raised questions about the detail contained within some of the budget lines, it was **AGREED** that the full budget will be considered at the January Council Matters Committee, with an extraordinary Full Council to be called to ratify the recommendations (subsequently set for 7pm Thursday 28th January 2021). Councillors are requested to email the Clerk and Deputy Clerk with any specific questions that they have on the individual budget lines.

4. STANDING ORDERS REVIEW

To review:

a. the start time of Committees from 5.30pm to 6.00pm at the request of Clrs C Allford, P Allford and Webberley;

To RECOMMEND to Full Council that the start time for Committee meetings is changed to 6.30pm for a maximum duration of 90 minutes, concluding at 8.00pm.

b. the draft terms of reference for the Totnes Future Forum;

It was **AGREED** that the structure of the two forums should be the same. The detail of the draft Terms of Reference can be agreed at a future meeting.

and

c. the draft terms of reference for the Traffic and Transport Forum.

To **RECOMMEND** that the draft Terms of Reference includes the establishment of a Steering Group, which is mirrored in the structure of the Totnes Future Forum. The Planning Committee will review the detail of the Terms of Reference.

5. FREE WEEKEND CAR PARKING

To consider paying to make South Hams District Council car parks free of charge for the weekend before Christmas.

It was **AGREED** that the Town does not accept the offer of free weekend car parking in the town due to the level of cost involved.

6. NEIGHBOURHOOD PLAN

To update on the Neighbourhood Plan submitted to South Hams District Council in September 2020.

Noted. South Hams District Council has confirmed that a Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) are required. Locality grant funding is available to cover the costs of this work. To **RECOMMEND** to Full Council that the Town Council pursues the production of these documents in order to address the concerns of Natural England and enable the Neighbourhood Plan to progress to further public consultation and external examination.

7. DATES OF NEXT MEETINGS

To note the date of the next meeting of the Council Matters Committee – Monday 18th January 2021 at 5.30/6.00pm (please note the meeting time change).

Noted. The time will be confirmed as either 5.30 or 6.30pm following Full Council on Monday 11th January 2021.

Catherine Marlton
Town Clerk

28	Elections	0	161	0	0	6000	6000	6000	6000	6000	6000	6000	We have to budget for this in case we have resignations over the year and have to go to election rather than cooption to fill.
29	MOVED TO ADMIN Subscriptions	2279	2558	2078	2150	2150	0	0	0	0	0	0	Moved to Administration
30	Community Outreach/Christmas	1349	4133	2499	2750	2000	6000	6000	6000	6000	6000	6000	Includes increased christmas lights, Christmas Tree cost, christmas electricity, lighting
31	MOVED TO ADMIN Website and IT	1049	11312	-3539	2800	2500	0	0	0	0	0	0	Moved to Administration
32	SUB TOTAL	17019	30281	5425	28700	55750	27820	27820	27820	27820	27820	27820	
33	Tourism	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED		2021/22	2021/22	2021/22	2021/22	2021/22	2021/22	Significant investment in the Visit Torne brand development as part of the economic recovery plan. FULL DETAIL WILL BE CIRCULATED FOR 28TH DECEMBER FULL COUNCIL
34	Visit Torne Marketing	2990	4710	948	5000	5000	20000	20000	20000	20000	20000	20000	
35	Pension costs	12636	12636	0	12636	12636	0	0	0	0	0	0	Payments complete.
36	Torneas Guide	14737	14219	1217	5800	15000	5800	5800	5800	5800	5800	5800	Detailed in table below
37	Torneas Guide and Website Income	-18260	-16844	-343	-343	-15000	-500	-500	-500	-500	-500	-500	Potentially offer free advertising to local businesses.
38	Bank Charges / Paypal	172	20	0	100	210	200	200	200	200	200	200	Based on actual previous plus small estimated increase
39	Other TIC expenditure (Post/Phone/Uniform/Utilities etc)	172	553	273	300	600	300	300	300	300	300	300	Based on actual previous plus small estimated increase
40	SUB TOTAL	11847	15294	1495	23493	18446	25800	25800	25800	25800	25800	25800	
41	Guildhall	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED		2021/22	2021/22	2021/22	2021/22	2021/22	2021/22	This is the cleaning required to keep the Guildhall clean mainly during the open season and between public meetings
42	Cleaning	2738	1545	743	1500	3000	2000	2000	2000	2000	2000	2000	Roof, plastering, boiler, alarm system all repaired/maintained recently so not large costs anticipated. Reserves would cover unexpected costs.
43	Building Maintenance	27453	4160	-165	1500	5000	5000	5000	5000	5000	5000	5000	based on actual previous plus small estimated increase
44	Business Rates	5880	6015	6113	6113	7000	6500	6500	6500	6500	6500	6500	based on actual previous plus small estimated increase
45	Water	111	120	217	300	200	200	200	200	200	200	200	based on actual previous plus small estimated increase
46	Utilities	3783	3046	1074	2500	3300	3500	3500	3500	3500	3500	3500	based on actual previous plus small estimated increase
47	Equipment Maintenance	2599	1281	40	500	2000	1000	1000	1000	1000	1000	1000	based on actual previous plus small estimated increase
48	Wedding Licence renewals and marketing	2044	71	0	250	500	3500	3500	3500	3500	3500	3500	Assuming Councilors want to continue being licenced for weddings.
49	Admissions Income	-3957	-2994	0	0	-3000	-3000	-3000	-3000	-3000	-3000	-3000	Income depends on being able to open. Plans in place for marketing and increased income.
50	Retail Sales	0	0	0	0	0	0	0	0	0	0	0	No longer required
51	Hire Income WEDDINGS	-2233	-2566	-325	-325	-2750	-2750	-2750	-2750	-2750	-2750	-2750	Income depends on being able to open. Plans in place for marketing and increased income.
52	SUB TOTAL	39018	10678	7697	12338	15450	15950	15950	15950	15950	15950	15950	
53	Civic Hall	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	20/21 EXPECTED		2021/22	2021/22	2021/22	2021/22	2021/22	2021/22	Excludes any staffing costs which have been agreed with the main staffing budget. Based on previous actuals. Will depend on how much we can open.
54	Cleaning and supplies - STAFFING EXCLUDED FROM 2019/20 and moved to	9776	4362	567	1250	5500	5500	5500	5500	5500	5500	5500	
55	Core budget	3102	2156	811	3000	3000	2000	2000	2000	2000	2000	2000	based on actual previous plus small estimated increase
56	Feed in Tariff	43	1389	308	1000	2000	2000	2000	2000	2000	2000	2000	based on actual previous plus small estimated increase
57	Utilities	4855	3617	488	1500	4600	4500	4500	4500	4500	4500	4500	based on actual previous plus small estimated increase
58	Building Maintenance	11784	10771	650	5000	175000	175000	175000	175000	175000	175000	175000	Birdwood/Civic Hall Annex project
59	Licences	70	70	170	250	250	250	250	250	250	250	250	based on actual previous plus small estimated increase

18th January 2021 Council Matters - 2021/22 Draft budget proposals		19/20 YEAR END	20/21 CURRENT (as of 14th October 2020)	2021/22 ONWARDS		
	18/19 YEAR END	19/20 YEAR END	20/21 CURRENT (as of 14th October 2020)	OPTION 1 2021/22 - assuming 2% increase (actual 4.14%)	OPTION 2 2021/22 - assuming 4% increase (actual 6.18%)	OPTION 3 2021/22 - assuming 6% increase (actual 8.22%)
1 Admin	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION			
2 Salaries and pensions for all staff	190666	224062	124441	327000	327000	327000
3 Staff Training and Travel AND expenses	2633	3296	877	4500	4500	4500
4 Deleted - Staff Eye Tests	99	50	0	0	0	0
5 NEW - Subscriptions				3500	3500	3500
6 NEW - Professional Fees				6250	6250	6250
7 NEW - Website and IT				5000	5000	5000
8 Staff Recruitment	789	1558	807	1250	1250	1250
9 Utilities	2525	2870	1097	2700	2700	2700
10 Office Supplies	2034	545	637	1750	1750	1750
11 Photocopier	1549	1592	742	2000	2000	2000
12 Insurance	5536	7365	7231	8000	8000	8000
13 Office Equipment	2012	864	933	10000	10000	10000
14 NEW - Van Maintenance				750	750	750
15 NEW - TMO Tools and Consumables				1500	1500	1500
16 Car park permits income and green sacks	-408	-40	0	0	0	0
17 SUB TOTAL	207455	242162	136765	374200	374200	374200
18 Civic and Democratic	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	2021/22	2021/22	2021/22
19 Mayoral Allowance and CIVIC EVENTS	379	394	0	410	410	410
20 Civic and Mayoral Events (expenditure)	5902	4196	126	5750	5750	5750
21 Civic Events (income)	-2123	-1127	0	0	0	0
22 Civic Regalia	24	344	0	200	200	200
23 Mayoral Travel and Expenses	401	146	0	400	400	400
24 Councillor Allowances	3788	2623	0	6560	6560	6560
25 Councillor Training and Travel	948	352	160	1000	1000	1000
26 Councillor IT equipment	0	1281	1770	1500	1500	1500
27 MOVED TO ADMIN Professional Fees	3123	3908	2331	0	0	0

New Staffing structure considered and in place for 2021. Includes a budgeted 2% cost of living increase despite potential pay freeze nationally. Includes Green Travel Coordinator and Civic Hall roles which are externally funded. FULL BREAKDOWN WILL BE SENT TO 28TH JANUARY FULL COUNCIL

Amalgamate with eye tests and include staff expenses in training and travel

Moved from Civic and Democratic

Moved from Civic and Democratic AN ESTIMATE BASED ON NEED DURING THE YEAR.

Moved from Civic and Democratic. Includes office move costs. Officers only use IT support for detailed hardware and software queries.

As per query, using just social media advertising does not produce enough high quality leads

Based on actual previous plus small estimated increase

Based on actual previous plus small estimated increase

Based on actual previous plus small estimated increase

Increase to cover cyber policies and valuables

Includes extra costs associated with office move

MOT/Serviceing/Repairs

Tools and screws etc

no longer required

This is an estimate as any increase is capped by SHDC. Councillors could choose to keep the rate as per the current year

Suggested by a Councillor that a reduction should be considered. This includes all Civic Events

Income from events is usually donated to a mayoral charity.

Cut from previous draft.

This replaces the previous Mayoral Allowance, which can no longer be paid. Travel and certain expenses can be claimed back by the Mayor.

Assumes all Councillors claim and qualify which would be highly unlikely.

Reduced from previous draft budget as per Councillor request

Not all Councillors took up the option of IT equipment but this may change as remote working is continued.

Moved to Administration

99	Precept and Income	-355640	-494000	-535280	-535280	-535280	-545986	-556691	-567397	SEE THE DETAIL IN THE TABLE BELOW
100	Council Tax Grant (only guaranteed until 19/20)	-22230	-20040	-10020	-10020	-10020	0	0	0	Council Tax support Grant no longer exists.
101	Charity of Paige Adams RATE ABATEMENT	0	0	0	0	0	-105000	-105000	-105000	THIS PAYMENT WAS PREVIOUSLY AGREED BY PAIGE ADAMS BUT WILL BE PAID IN 2021/22 BECAUSE OF DELAYS TO PROJECTS
102	SECTION 106 FUNDS GREEN TRAVEL	0	0	-70000	-70000	-70000	0	0	0	
103	SUB TOTAL	-377714	-513890	-615249	-615000	-615000	-650686	-661391	-672097	
104	Community Development	Actual 31st March 2019 YEAR END	Actual 31st March 2020 YEAR END	CURRENT POSITION	2021 EXPECTED		2021/22	2021/22	2021/22	
105	Skate Park	0	0	0	0	0	13200	13200	13200	Previously agreed. Further funds might be required for completion of project
106	Public Toilets	0	SEE COMMUNITY PROJE		15000	17600	20000	20000	20000	Final contribution for loss of income required from SHDC.
107	Caring Town/Torres Caring services	SEE COMMUNITY PROJE	SEE COMMUNITY PROJE		0	25000	0	0	0	£35K £137 Expenditure. Will depend on requests for fund and restructure of organisations. High need expected following the CV19 pandemic.
108	Citizens Advice Service	SEE COMMUNITY PROJE	SEE COMMUNITY PROJE		1750	1000	1000	1000	1000	Delay due to covid and referendum restrictions
109	Neighbourhood Plan/Planning	11586	9252		150000	150000	188000	188000	188000	Continuation of public realm and Shared Space Improvements
110	Community projects SPARED SPACE and public realm	35412	76024	16132	25000	0	0	0	0	Moved to S137
111	Community Grants Scheme/COVID 19	0	0		5000	5000	10000	10000	10000	Extension of community arts and events programme potentially implemented as part of the economic recovery plan.
112	Arts and Culture and Events	2183	6185		0	8015	7500	7500	7500	Heritage action work to buildings of creating partnerships
113	Heritage Support	0	0	0	0	0	50000	50000	50000	Community Grants/Torres Caring/Caring Town/Citizens Advice
114	S137 FUNDING (Grants and Misc)	0	0	17822	40601	0	0	0	0	Will likely be around £30K for reopening high street fund.
115	GRANT FUNDING/PROJECT INCOME	-4736	-1845	-17500	-17500	0	0	0	0	For climate change and green travel proposals agreed through committee, possible match funding.
116	Climate Change/Green Travel	0	0	0	1000	5000	10000	10000	10000	
117	SUB TOTAL	£44,445	£89,616	£22,454	£226,851	£209,815	£299,700	£299,700	£299,700	
118	TOTAL	£8,794	£116,501	£436,178	£11,575	£184,948	£296,790	£286,085	£275,379	See reserves projection below
TAX BASE REDUCTION COMPARISON IN ANNUAL AND WEEKLY COSTS PER BAND D PROPERTY										
		2020/21 ANNUAL COST		2021/22 ANNUAL COST		2021/22 WEEKLY COST				
		£535280 - CURRENT		£181.61		£185.42		£3.57		
		£545986 - 4.14% OPTION A ACTUAL INCREASE		N/A		£189.13		£3.64		
		£556691 - 6.18% OPTION B ACTUAL INCREASE		N/A		£192.83		£3.71		
		£567397 - 8.22% OPTION C ACTUAL INCREASE		N/A		£196.54		£3.78		
<p>The current precept is £535280 and £181.61 for an average Band D annually (£3.49 per week). The tax base has changed which means the each household will be paying slightly more for the same overallly annual precept income. With no raise the annual cost for a Band D would be £185.42 per year (£3.57 per week and 2.10% actual increase). A 2% increase in the total precept would be £545986 and £189.13 (actual 4.14% increase to £3.64 per week) for an average Band D annually. A 4% increase makes the precept £556691 and £192.83 (actual 6.18% to £3.71 per week) for an average Band D annually. a 6% increase makes the precept £567397 and £196.54 (actual 8.22% to £3.78 per week) for an average Band D annually.</p>										

Reserves impact	
Reserves at the start of 2020/21	469,613
Expected 2020/21 underspend	11,575
Total estimated reserves as start of 2021/22	481,188
if option A is ratified - estimated 2021/22 year end reserves	£184,398
if option B is ratified - estimated 2021/22 year end reserves	£195,103
if option C is ratified - estimated 2021/22 year end reserves	£205,809

VISIT TOTNES GUIDE		
Element	Detail	2020/21
Design	Same guide 76 pages, no new copy or images, just new front cover & intro pages (updating old advertisers etc)	£200.00
	6pp leaflet	£350.00
Printers	£25 per photo	£250.00
	50K x DL6pp print run on 150gsm silk - allow 0-5% increase	£1,100
Website	Web development	£1,200.00
	Web hosting and maintenance	£1,200.00
Distribution	If we want 10 months we will only pay for 7 months	£1,500.00
	Detail below	£24,920.00
Marketing	TOTAL	£30,720.00

PROPOSED PUBLIC REALM AND OPEN SPACES (INCLUDES SHARED SPACE)		
External design/specialist support	£20,000.00	
Totnes Gardens	£2,000.00	Previously agreed, delayed project
Collapark investment	£10,000.00	Detail tbc
Briggetown investment	£10,000.00	
Market Square - ramp improvements	£35,000.00	
Vehicle activated signage	£10,000.00	
Tidy Totnes	£1,000.00	
Other shared space measures	£50,000.00	Phase 1
New Noticeboards and signage town wide	£50,000.00	Phase 1
Bins and seating upgrades town wide		
BALANCE	£188,000.00	

VISIT TOTNES MARKETING	Medium	Idea	Dates	Proposed Budget
Local / regional day visitors	Regional Radio	Boost for local traders on Heart South Hams with off peak advertising campaign	Jan - March 2022	£3,000.00
Tourists / holidays / short breaks	Regional Press	Series of half page ads to boost trade in town	Feb for boost during off peak & if budget allows then again in Nov for pre Xmas boost	£3,000.00
	Promotional video	Creation of a video promo video to capture the best of Totnes to use via social media including starting a YouTube channel, use on the bus, leaflets & associated outreach	Open ended & longevity to last for years	£5,000.00
	DL 6pp leaflet	Design, print & distribute 40K DL 6pp leaflets - no advertising support (see breakdown to the right)	From Jan 2022 for 10 months	£6,100.00
	Outdoor	Series of regional outdoor ads - 5 sheets (size of the bus shelters) and train stations - targets holidaymakers who are in the area	Boost for a week or 2 throughout the year - targets locals and potential tourists in the area	£2,500.00
	Visit South Devon	Membership, advert in annual guide, visibility in their newsletter, competitions	Annual with boosts at strategic points throughout the year	£500.00
	Visit Devon	Membership, advert in annual guide, visibility in their newsletter, competitions	Annual with boosts at strategic points throughout the year	£1,000.00
Local & national day visitors & tourists	Social Media	Boosting pages & posts	Varied	£300.00
	MailChimp	Subscription to MailChimp to be able to send consumer newsletters on a regular basis	Varied	£300.00
	Digital / Software	Social media app licence, visual composer licence, search & filter licence		£120.00
	Experiential Marketing	#Totnes or Visit Totnes, big 3D sign in town somewhere - social media photo op / commission local artist to create it & use	Open ended & longevity to last for years	£600.00
	Freelance support	Local & regional sponsorship ops - rowing club, events etc	Varied	£750.00
	Sponsorship	Stand at one of the weekly markets once a month for community engagement - for Clifs & Jane (but for Jane to walk around the town as well)	April - Oct	£200.00
	Personal Sailing	Design of all artwork / various print jobs		£750.00
	Design & Print	Contingency for any ops or web maintenance throughout the year	Varied	£500.00
	CONTINGENCY		TOTAL	£24,920.00

ITEM 5 - FUTURE TOTNES FORUM

Future Totnes Forum Ideas:

Aim:

To provide a forum for the pooling of knowledge from within the Town with the long-term aim of improving the economy, employment and training opportunities for all local residents.

Administration:

This will be facilitated by the Town Council but it is expected that the community will be the driving force.

Membership:

Invitations should go to the following (not exclusive)

Town Council – 2 Councillors + Tourism Officer

Chamber of Commerce – 1 representative (deputy to also be designated)

Independent Traders - 1 representative (deputy to also be designated)

Industrial Estate - 1 representative (deputy to also be designated) As Richard Connell was on the old Economy Group the maybe he would be an obvious choice

TCDS – representing the Mansion as a crucial training resource

Tourism – Due to its importance in the Town (maybe someone from 7 Stars Hotel would be an idea)

KEVICC – to represent future career opportunities + work experience, careers advice, et.

Transport – Representative from e.g. Bob the Bus, Stagecoach, etc

Heritage – input on the better use of our heritage buildings for economic improvements

SHDC / DCC – an officer who could assist in identifying funds / schemes that would assist in the Forum's aims

Surrounding Parishes – to look at impacts of changes in Totnes on adjacent parishes

Market Traders - 1 representative (deputy to also be designated)

DWP / Job Centre - 1 representative (deputy to also be designated)

Meetings:

Every 3 months but working groups looking at specific matters could meet more frequently.

Chair & Deputy to be elected from non-Council members.

First meeting to be held in January 2021 – this will no doubt be by Zoom + public

Minutes & action points to be recorded.

Terms of Reference - Totnes and District Traffic and Transport Steering Group [as an example]

Role / purpose

To provide a forum for discussion on issues relating to traffic and transport and the transition to sustainable, low carbon, forms of travel in Totnes and the surrounding area, and to act as an advisory body to Totnes Town Council, putting forward detailed plans for implementation.

Membership

Invitations should go to the following (not exclusive)

- Town Council – 2 Councillors + Green Travel Coordinator
- Citizens – members of public with particular interest in T&T and representing key sectors – max 5
 - Educator
 - Disabled
 - Cyclists
 - Walking and active travel
 - Health professional
- Community groups – 5 representatives drawn from following
 - Bridgetown Alive!
 - Follaton
 - Dartington and other surrounding parishes
- Private enterprises and business groups – max 5, 1 from each group
 - Chamber of Commerce (deputy to also be designated)
 - Independent trader based in High Street / Fore Street
 - Industrial estate (deputy to also be designated)
 - Community transport eg Bob the Bus
- Experts in traffic and transport
 - Highways (DCC)
 - Bus services – eg Stagecoach
 - Train services
 - Community speed watch / police
 - Specialists invited for specific projects – eg Co Cars

Members have the responsibility to attend meetings or to send a delegate to represent the views of their specific group or community.

If a member withdraws from the Steering Group, then a replacement should be identified and given a full briefing of the responsibilities and representation of the leaving member.

If a member fails to attend meetings for 3 months, then he/she will be asked to leave the Steering Group and a replacement found.

Roles and responsibilities

The roles of the Steering Group are as follows:

- To resolve existing Traffic & Transport problems
 - To identify and quantify traffic problems in Totnes and surrounding district,
 - To propose and evaluate possible solutions for identified problems
 - To canvas opinions about the proposed solutions, and make recommendations to Totnes Town Council
 - To project manage the implementation of approved solutions
 - To monitor the success criteria of implemented solutions
- To develop new opportunities for sustainable transport and active travel as part of Devon's Carbon Plan

- o To identify new opportunities for sustainable transport and active travel
- o To identify and quantify the benefits and costs of new sustainable transport methods
- o To identify and secure sources of funding for proposed new projects
- o To canvas opinions about the proposed new projects, and make recommendations to Totnes Town Council
- o To project manage the implementation of approved new projects, including promotion to the wider public
- o To monitor the success criteria of implemented projects
- o To seek to influence travel behaviours, and encourage the public to transition away from fossil fuel, private vehicles towards greener, more active, methods of travel
- To invite and support a membership that provides a broad cross section of views, experience, ages and geographical coverage, including members of the public, community groups, businesses and experts in T&T. Each member will have a defined role in terms of whom they represent. They are expected to canvas views from their respective community and provide a representative viewpoint.
- The Steering Group may appoint additional working groups for specific projects, which may meet more frequently and may involve additional persons with relevant expertise and level of interest. These working groups will report back to the Steering Group at the monthly meetings.

Meetings

Meetings to be held monthly on last Tuesday of each month.

The Chair is to be chosen at the AGM, from the list of members (excluding Councillors) and voted on by the members – using simple majority method.

The Chair remains in the role for 1 year.

The Agenda for each meeting is to be issued 1 week prior to the meeting. Any member, councillor or officer may submit items for discussion.

Term of the agreed Terms of Reference

These Terms of Reference apply for 3 years from date of approval. The list of members will be updated at least once per year, at the AGM.

Amendment of Terms of Reference

The Terms of Reference may only be amended with the agreement of the full town council and ratified by the Steering Group members at the AGM.

It is suggested that the ToR is reviewed every 3 years by the Steering Group, or as often as needed. Proposed changes are to be submitted to the Planning Committee and then to Totnes full council, with the reason for the change and then voted on at the next AGM.

