

# **DRAFT MINUTES FOR THE TOWN MATTERS COMMITTEE**

# **MONDAY 25TH JULY 2022 IN THE GUILDHALL**

Present: Councillors V Trow (Chair), G Allen, J Cummings, P Paine, B Piper (from 18.40) and L Webberley

## Apologies: Cllrs T Bennett, S Collinson and A Oliver.

Not Present: Cllr J Hannam.

## In Attendance: L Ferrier (Marketing and Communications Manager) and S Halliday (Governance and Projects Manager).

### **1. WELCOME AND APOLOGIES FOR ABSENCE**

### **To receive apologies and to confirm that any absence has the approval of the Council.**

Cllr Trow read out a statement about how the meeting would be conducted and recorded.

The apologies were received and accepted.

*The Committee will adjourn for the following items:*

### **PUBLIC QUESTION TIME**

There were no members of the public present.

*The Committee reconvened.*

**2. ELECTION OF CHAIR AND DEPUTY**

**To elect a Chair and deputy for the committee.**

Only two councillors put themselves forward to stand for election - Cllr Trow as Chair and Cllr Cummings as deputy chair - which was **AGREED** unanimously.

### **3. CONFIRMATION OF MINUTES**

### **To approve the minutes of 30th May 2022 and update on any matters arising.**

The minutes were approved as an accurate record of proceedings. Matters arising:

### Item 4 - Buskers Code of Practice. It was **RESOLVED** by Full Council that: the buskers code would be amended as proposed; the Council writes to South Hams District Council to request that signage is put up in the Shady Garden; and the Council hands out copies of the Buskers‘ Code to those who the Office receives complaints about.

### Item 5 – Rugby Club meeting. It was **AGREED** to have an informal chat with the Rugby Club to learn more about their plans in the autumn.

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### Item 6 - A-Boards in Fore Street and High Street. It was **RESOLVED** by Full Council that the Council requests a meeting with Devon County Council (DCC) and that a DCC officer visits and meets with Cllrs Adams and Price and Inclusive Totnes to address the problem areas. This meeting took place on 20th July.

### Item 7 – Brown Bin Collection. It was **RESOLVED** by Full Council that it writes to South Hams District Council to express its and residents’ frustrations with the new refuse collection system, particularly brown garden waste bins.

### Item 8 – Rural Services Network. It was **RESOLVED** by Full Council that it renews its membership for the coming year.

### **4. COMMUNITY AWARD 2023**

**To consider the Community Award process for 2023 (document attached):**

**a. The categories of award presented and nomination process;**

**b. Invitation process; and**

**c. Medals.**

It was **AGREED** that the inaugural award had gone well, and that in 2023 there will be a requirement to get the nominations and a Council decision on the winners before the pre-election period for the Council Elections in May 2023.

To **RECOMMEND** to Full Council that:

a. Two awards are presented in 2023 – an individual and community group award – with the timings as follows:

* February 2023 - nominations will be invited from the public through the Totnes Directory, Town Council Website and Social Media with a closing date of mid-March;
* March 2023 - Town Matters Committee will consider the nominations received;
* April 2023 - Full Council considers Town Matters Committee recommendation.

b. Depending on the number of nominations received, the top three nominees in each category (as determined by Full Council) will be invited to attend the Annual Town Meeting in May 2023 where the award will be presented.

c. A new medal is cast based on the Town Council logo (see below) which will cost £100 for the moulding from which pewter medals can then be struck (unit cost £3-5 plus engraving for ‘Community Award 2023’, type of award and the name of the recipient on the reverse).



### **5. SOUTH HAMS CITIZENS ADVICE REPORT**

**To note the latest impact report from South Hams Citizens Advice.**

Noted. The Committee thanked South Hams Citizens Advice for their good work.

### **6. CLOSE CIRCUIT TELEVISION (CCTV) UPDATE**

**To note an update on funding for CCTV at trouble spots in the town.**

Noted. The officer updated that applications to the ‘Safer Streets Fund’ for CCTV grants have to come from a local authority or the police. Work has been done to cost various solutions which could be used for future grant funding rounds, but these will need to be supported by crime statistics.

Cllr Piper updated that as link councillor he has an upcoming meeting with the police about local issues and will press the need for CCTV on The Plains, opposite the Barrel House and in the Market Square.

### **7. TOTNES PLAY AREA UPDATE**

**To note an update on upgrades to the play areas in Collapark and Westonfields.**

Noted. The officer updated that a contract down-select has taken place with inputs from District Cllrs and officers from South Hams District Council and Totnes Town Council, and a preferred supplier has been identified. The play areas at Collapark and Westonfields will have equipment aimed at both the 1-4 and 5-11 age ranges with work expected to start in Autumn 2022.

### **8. CLIMATE EMERGENCY WORKING GROUP**

**To note that the Climate Change Working Groups held workshops on 23rd June and 19th July to complete the Climate and Ecological Emergency Action Plan.**

Noted. Cllr Cummings updated that the various themes from earlier workshops is now being drafted into action points for the plan.

### **9. DATE OF NEXT MEETING**

### **To note the date of the next meeting of the Town Matters Committee – Monday 26th September 2022 at 6.30pm.**

### Noted.

Sara Halliday

Governance and Projects Manager