



**DRAFT MINUTES OF THE TOWN MATTERS COMMITTEE  
MONDAY 20<sup>TH</sup> JANUARY 2020 AT THE GUILDHALL TOTNES**

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

Apologies: None.

Not Present: Cllrs K Perkins and S Skinner.

In Attendance: Cllr Luker, 4 members 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.	No apologies had been received.
<i>The Committee will adjourn for the following items:</i>		
	<p>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.</p>	<p>Totnes Ramblers invited Councillors to take part in launching a walking festival being organised from 13-20 September 2020. Further details will be circulated to Councillors and Visit Tones for inclusion on the website when details are finalised.</p> <p>A member of the public asked how Totnes Town Council is involved in addressing the homeless issues in the town, and how they might get involved in the 'Housing First' scheme. Cllr Piper explained that the Town Council doesn't have the capacity to provide a service but supports local groups who help people with housing and personal issues, and link councillors are involved with meetings with various community groups and South Hams District Council. Cllr Webberley proposed that the homeless issue is a standing item on the agenda, where updates from South Hams District Council can be fed back. It was <b>AGREED</b> that South Hams District Council will be asked:</p> <ul style="list-style-type: none"> <li>• For an update and/or presentation about what they are doing to address homelessness in Totnes;</li> <li>• If are they aware of the 'Housing First' scheme; and</li> <li>• Do they have any plans for setting up a halfway house for homeless people in Totnes.</li> </ul> <p>It was <b>AGREED</b> to include information about the South Hams Cold Weather helpline in the next 'Totnes Matters' section of the Totnes Directory.</p> <p>A member of the public offered to facilitate a workshop for Councillors to work through the 'Equality Framework for Local Government'. To <b>RECOMMEND</b> to Full Council that this offer is accepted and that a workshop is run open to all Councillors to attend.</p>

		<i>Post meeting note: The member of the public proposes that this session takes place at the REconomy Centre (which is fully accessible but there will be a hire charge of approximately £20) and would be for 3-4 hours duration.</i>
<i>The Committee will convene to consider the following items:</i>		
2	To update on any matters arising from the minutes of 18th November 2019. (Note: already agreed through Full Council.)	Item 5 – Actioned by Cllr Allford on 28 <sup>th</sup> November 2019.  Item 8 – Resolved by Full Council. A letter will be drafted from the Clerk to South Hams District Council.  Item 9 – Actioned. Details were posted on the Totnes Town Council website and Facebook page.
3	To note any update from the Arts Working Group on 9th January (standing item).	Cllr Piper updated that: <ul style="list-style-type: none"> <li>• The Christmas Festival evenings had been a success and should break even.</li> <li>• More lights will be purchased for the trees in the Market Square, and it is planned to make the Christmas Lights switch on a bigger event in 2020.</li> <li>• The Town Council has been offered a leopard by the creator of animals for the ‘Totnes Zoo’ and locations on the Civic Hall are being explored.</li> </ul>
4	To note any update from the Climate Change Working (standing item).	Cllr Allen updated that: <ul style="list-style-type: none"> <li>• The meeting planned in December 2019 had been cancelled.</li> <li>• The next meeting will consider: a carbon-neutral plan for Totnes; the Local Electricity Bill; trees; and pollution matters.</li> <li>• The next meeting will be on 28<sup>th</sup> January.</li> </ul>
5	To note any update from the Community Engagement Working Group (standing item).	Cllr Webberley updated that: <ul style="list-style-type: none"> <li>• The principle of the group is working and Councillors have started to meet the public outside of the Guildhall.</li> <li>• The idea of the Council piggy-backing on other community events should be used more, for example a stall at the Christmas Festival evenings.</li> <li>• She will email working group members to arrange a date for the next meeting.</li> </ul> <p>It was <b>AGREED</b> that the Officer will circulate the Community Engagement Plan to Committee members.</p>
6	To note updates from Heritage, and Open Space, Sports Provision, Leisure Link Councillors.	Heritage Link Councillors – Cllr Allen updated on: <ul style="list-style-type: none"> <li>• Compiling a list of non-designated heritage assets in the town and the need for the community to come forward with proposals.</li> <li>• The Heritage Group, comprising representatives from heritage organisations in the town, will meet in early February.</li> </ul>

		<ul style="list-style-type: none"> <li>St Mary's failed in their lottery bid but can reapply.</li> </ul> <p>Open Space, Sports Provision and Leisure Link Councillors – Cllr Webberley updated on the installation by TRESOC of solar panels on the Pavilion buildings which is ongoing.</p>
7	To review the 'Equality Framework for Local Government' and identify any aspects which Totnes Town Council could adopt.	It was <b>AGREED</b> that this will best be covered as part of the workshop offered in the public session.
8	To consider a request to support the Local Electricity Bill.	<p>It was <b>AGREED</b> that the principles set out in the draft Bill should be supported, and that local groups should be encouraged to produce/set up energy generation schemes rather than this being a role for the Town Council.</p> <p>To <b>RECOMMEND</b> to Full Council that it supports the Local Electricity Bill and its principles.</p>
9	To consider whether Totnes Town Council should become a 'Purple Angel' by raising dementia awareness amongst Councillors and officers.	<p>It was <b>AGREED</b> that this is a good initiative.</p> <p>To <b>RECOMMEND</b> to Full Council that Councillors and Officers read the provided material and becomes recognised as a Purple Angel council.</p>
10	To consider a resolution to Full Council which confirms Totnes as a Fairtrade town; and note the minutes of the Totnes Supporting Fairtrade meeting held on 27th November 2019.	<p>The minutes were noted. It was <b>AGREED</b> that buying Fairtrade products locally is important (Oxfam sell in bulk).</p> <p>To <b>RECOMMEND</b> to Full Council that Totnes Town Council re-affirms its support of the Fairtrade movement and commits to using Fairtrade products in its Offices and at meetings wherever possible and practical. It will continue to promote Totnes as a 'Fairtrade Town' in its signage and publicity and will encourage all local organisations to purchase and use Fairtrade products.</p> <p>It was <b>AGREED</b> to request that the Paige Adams Trust encourages hirers to use Fairtrade products at events hosted in the Civic Hall, by including a reference in the 'Information for Hirers' document.</p>
11	To consider the ideas received for the re-purposing the proposed adoption of two phone boxes at Swallowfields and Plymouth Road.	<p>The Committee considered the ideas received.</p> <p>To <b>RECOMMEND</b> to Full Council that an item is put in the next 'Totnes Matters':</p> <ul style="list-style-type: none"> <li>Looking for sponsorship of a defibrillator for the phone box on the Plymouth Road. Sponsorship would need to cover initial and ongoing maintenance costs.</li> <li>Inviting ideas from local charities as to how they could use the phone box at Swallowfields to make money.</li> </ul>
12	To consider the NALC Charter for Trees and Woods.	It was <b>AGREED</b> that the Committee supports the principles of the Charter, and that the Climate Change Working Group is asked to look at the

		Charter in more detail and advise on targets which will come back to the Committee for consideration.
13	To consider the response from the Totnes Community Development Society on the request for a link councillor.	It was <b>AGREED</b> that those Councillors who are already members of the Totnes Community Development Society would share information with Council as required.
<i>The Committee 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>		
14	To consider a legally and commercially sensitive issue in relation to a community asset.	Noted.
15	To note the date of the next meeting of the Town Matters Committee – <b>Monday 16th March 2020 at 7.00pm in the Guildhall.</b>	Noted

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