**HONITON TOWN COUNCIL**

**Minutes of the Meeting of the Town Management Committee Meeting held at the The Mackarness Hall, High Street, Honiton on Wednesday 22nd August 2018 at 7.00 pm**

**Present**

**St Michael’s Ward St Paul’s Ward**

Cllr Sheila Edwards Cllr Henry Brown

Cllr Jill McNallyCllr Terry Darrant

Cllr John Taylor Cllr Vera Howard

Cllr John Zarczynski Cllr R Hanratty

Cllr N Macve Cllr Mike Jones

Cllr Duncan Sheridan-Shaw (Chairman)

 Cllr Roy Coombs

 Cllr C Kolek

 Cllr D Jefferson

**In attendance**

Mark Tredwin, Honiton Town Clerk

Heloise Marlow, Deputy Town Clerk

Cllr P Twiss EDDC/DCC

1 member of the press

9 members of the public

**PART A**

**18/1 To elect a Chair of the Town Management Committee**

Cllr Hanratty proposed Cllr Sheridan Shaw and this was seconded by Cllr Kolek.

There were no other nominations, Cllr Sheridan-Shaw was elected unanimously as Chairman.

**18/2 To elect a Vice-Chair of the Town Management Committee**

Cllr Zarczynski proposed Cllr Darrant and this was seconded by Cllr McNally.

There were no other nominations. Cllr Darrant was elected unanimously as Vice-Chair.

**18/3 To receive apologies for absence**

All members of the committee were present.

**18/4 To receive declarations of interest**

No pecuniary interests were declared.

**18/5 To note the grant of dispensations made by the Town Clerk in relation to the business of this meeting.**

None were made.

*The meeting went out of session at 7.03pm*

**18/6 Public question time on items on the agenda**

There were no questions from members of the public.

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*The meeting went back into session at 7.04 pm*

**Part A Matters for decision**

**18/7 The remit of the Town Management Committee**

The Town Clerk presented his report and the following was discussed:

* Should the remit include footpaths?

The Town Clerk advised that footpaths had been included in the remit discussed for the Town Management Committee at Full Council on 11th June 2018 but that the list provided in the draft Terms of Reference was not definitive.

Cllr Edwards disagreed with the above stating that the minutes of the June meeting stated that the Committee would deal with matters relating to tourism, highways, footpaths and allotments. The Town Clerk was now trying to extend the remit of the committee.

The Town Clerk advised that the draft Terms of Reference had been taken from a report included in the agenda for the June meeting and not the minutes.

Cllr Coombs advised that open spaces should be included within the highways section.

Cllr Hanratty suggested that the remit should be anything to do with Honiton for the benefit of Honiton and the remit should not be limited.

Cllr Sheridan-Shaw agreed that the remit should not be exhaustive and that the aim should be a committee which is fluid and progressive.

* Cllr Brown asked whether the working groups referred to would report to the Town Management Committee who would then report to Full Council and this was confirmed.
* Cllr Kolek queried how the Committee would engage with community groups?

Cllr Sheridan-Shaw referred her to item 4 of the report which stated that the Committee could co-opt members of the public as advisors.

* Cllr McNally queried whether 4 meetings per year as had been suggested was sufficient or too much?

The Town Clerk advised that the proposal was for 2 meetings per year with other meetings as and when necessary.

* What would be the short term and medium terms goals for the committee?

Cllr Brown queried whether any goals could or should be set as there would be elections next year and perhaps a new set of Councillors?

The Town Clerk advised that Councillors needed to look at long term goals as otherwise nothing would ever be achieved. Decisions needed to be made whether existing councillors remained councillors in the future or not.

* Cllr McNally proposed that the goals of the Committee should be considered at the end of the meeting and this was seconded by Cllr Darrant.

Members **RESOLVED** unanimously to consider any items pertinent to the short and medium-term goals of the Committee at the end of the meeting.

**18/8 To receive a report further developing Honiton’s status as an environmentally forward-thinking town.**

The Town Clerk presented his report and advised that due to a conflicting engagement Cllr Tom Wright was unable to attend. The Town Clerk has spoken with the Clerks for Axminster and Cranbrook with regards to working together to put forward a proposal for the EDDC Communities Together Fund and they have confirmed their interest.

* Cllr Darrant suggested that Cllr Wright should be invited to another meeting and this was agreed.
* Cllr Jones asked how much the 20% contribution would be?

The Town Clerk confirmed that this would depend on the cost of the project proposed.

* Cllr Coombs suggested that Feniton and Whimple Parish Councils should be approached also, and the Town Clerk confirmed that he would do so.
* Cllr McNally proposed that working group should be set up to lead the project and this was seconded by Cllr Zarczynski.
* Cllr Jones suggested that the working group should be led by Cllr Kolek in view of the work that she had already undertaken, and Cllr Kolek confirmed that she would be delighted to lead the working group proposed.

Members **RESOLVED** unanimously to recommend to Full Council that a working group be set up to investigate a bid to the EDDC Communities Together Fund led by Cllr Kolek.

* Cllr Taylor queried the national scheme promoting the use of your own mug in coffee shops.

Cllr Kolek confirmed that discussions were ongoing regarding this with the Chamber of Commerce and local businesses.

* Cllr Hanratty highlighted the growing litter problem in the town and the litter campaigns nationally.

The Town Clerk confirmed that he had received details of a litter innovation fund – this could assist with the funding of the 20% needed.

* Further discussion points included dog waste, notices to encourage the public to take their litter home with them, use of waste for power supplies, problems with chewing-gum, encouraging manufacturers to use less plastic.

**18/9 To receive a report on the land outside the Beehive being replanted**

The Town Clerk presented his report.

* Cllr Howard queried whether the proposal was to replant both side of the bins as previously there had been a suggestion that a container for storage would be placed there.

The Town Clerk confirmed that the Beehive Gardening Group had asked for the whole area and that other sites for a container unit had been suggested.

* Cllr Zarczynski advised that there was an old flag pole on the land in question which he suggested be erected outside the Council offices. He offered to do the work subject to any planning consents required.
* Cllr Edwards expressed concern re the current problems with storage at the Beehive.
* It was discussed whether the Beehive Gardening Group could be given funds towards the costs which will be incurred. The Town Clerk advised that this could come from the floral maintenance budget although the group had not asked for any monies.

Members **RESOLVED** that the Committee recommend to Full Council that the Beehive Gardening Group be allowed to replant the area outside the bin store at the Beehive.

Proposed by Cllr Sheridan-Shaw and seconded by Cllr McNally and carried with a majority of 10:4.

**18/10 To receive a report on developing a Council information point in Honiton**

**Town Centre**

Cllr Sheridan-Shaw presented his report.

* Cllr Darrant asked whether Cllr Sheridan-Shaw could advise members as to the location of the proposed property.

Cllr Sheridan-Shaw confirmed that this was the empty kiosk in Lace Walk.

* Cllr Jones queried the proposed terms of the lease but it was agreed that no discussion could take place regarding this as those discussions were confidential.
* Cllr Taylor suggested erecting a cabin opposite Iceland if permitted by the Co-op.
* Cllr Brown suggested that the Council should instead be working with existing partners such as the library and the museum and that he could not support the proposed costs.
* Cllr Hanratty advised that he had already spoken with the Museum who had agreed in principle to provide tourism information for the public.
* Cllr Sheridan-Shaw agreed that action to provide tourism information was needed – the proposed kiosk was in a good location and the proposed touchscreen was something new.
* Cllr Jones queried how the kiosk would be staffed.

The Town Clerk confirmed that in return for promoting their events, organisations would be asked to staff the kiosk. The market manager could also be based in the kiosk, with the touch screen and the phone line to the Council offices providing further access to information.

* Cllr Zarczynski was of the view that the proposal was premature and should be deferred until the Council’s finances were in better shape. The offer from the Museum should be investigated first.
* There was discussion regarding whether the Museum should be offered a budget and if so from which budget heading those monies would come as there was currently no budget for tourism.
* The budget for notice boards was discussed as a possible source of funding but was generally discounted until the Town Clerk had had the opportunity to investigate whether the notice boards required maintenance work.

Members **RESOLVED** that Cllr Hanratty should approach Honiton Museum to discuss setting up a Tourist Information point.

Proposed by Cllr Hanratty and seconded by Cllr Kolek and carried by 13 votes with 1 abstention.

**18/11 Visit South Devon Destination Guide**

The Town Clerk presented his report.

* Cllr Hanratty queried why Honiton Town Council was advertising in the Visit South Devon Guide when Honiton is in East Devon.

The Town Clerk confirmed that the Visit South Devon guide covered East Devon. There was no separate East Devon guide.

* Cllr Coombs advised that the information in the advertisement was wrong.

The Town Clerk confirmed that if Members voted to continue advertising, new photographs would be taken and new copy written for the advertisement.

Members **RESOLVED** to recommend to Full Council that a full-page advert be taken out in the 2019 Visit South Devon Destination Guide.

Proposed by Cllr Howard and seconded by Cllr Darrant and carried by 11 votes, with 2 against and one abstention.

**18/12 To receive a report on replacing the footbridge at Oaklea**

Cllr Coombs presented his report.

*The meeting was taken out of session at 8.10pm to allow Cllr Twiss to speak*

Cllr Twiss confirmed that EDDC had no plans to replace the bridge at a possible cost of up to £36,000.00. EDDC had limited funds to spend on capital projects and the bridge was not considered to be a priority. However, the Town Council could apply for S106 money for fund the costs.

*The meeting went back into session at 8.12pm*

* Cllr Macve queried whether now that Viridor was part of South West Water, funding might be now available.
* Discussions took place as to how replacing the bridge would enhance the area and be of benefit to people in Honiton and visitors.

Members **RESOLVED** unanimously that Honiton Town Council seek the support of the EDDC Parks and Open Spaces Improvement Officers for a new footbridge to link and thereby improve both open spaces.

Proposed by Cllr Sheridan-Shaw and seconded by Cllr Zarczynski.

**18/13 To receive a report on the Public Rights of Way inspections**

Cllr Coombs presented his report on which no questions were raised.

Members **RESOLVED** unanimously that the Committee recommends to Full Council that Honiton Town Council carries out the 2018-2019 rights of way inspections as required by the Parish Paths Partnership scheme.

Proposed by Cllr Darrant and seconded by Cllr Howard.

**18/14 Events 2018-2020**

The Town Clerk presented his report. Cllr Sheridan-Shaw on behalf of the Council thanked the Deputy Town Clerk, the Market Manager and the Town Crier for all their hard work in relation to recent events.

Members **RESOLVED** unanimously to recommend to Full Council on 10th September to investigate a series of events over the coming two years.

Proposed by Cllr Hanratty and seconded by Cllr Jones.

Members **RESOLVED** to set up a working group in relation to events and that all working groups should have no more than 5 councillors as members.

Proposed by Cllr Kolek and seconded by Cllr Darrant and carried by a majority of 9 votes in favour, 4 against and 1 abstention.

The Chairman asked for volunteers to the events working group and the following were proposed:

Cllr Sheridan-Shaw, Cllr Hanratty, Cllr Macve, Cllr Darrant and Cllr Kolek.

**18/15 To consider a report on Honiton Town Council’s website and use of social media**

The Town Clerk presented his report.

* Cllr Jones and the Town Clerk had an exchange of views regarding the Town Council website.
* Cllr Jones offered to assist in setting up a new website.
* The Town Clerk confirmed that as yet no company had been selected to provide the Town Council with a new website but that well established web designers had been asked to quote.
* Should a working group be set up to investigate a new Town Council website and the use of social media?
* Should the Town Clerk be given the authority to proceed with a shortlist of candidates who would then be asked to do a presentation to the Committee?
* Social media could be incorporated into the new Council website.

Members **RESOLVED** unanimously to allow the Town Clerk to explore the services of potential website providers with a view to designing and implementing a new website for the Town Council.

Proposed by Cllr Hanratty and seconded by Cllr Zarczynski

**18/16 The remit of the Town Management Committee**

Members discussed as had been agreed earlier what the short and medium-term goals for the Committee should be as follows:

**Short term goals**

Social media

Council website and Tourism website

Community Together Fund application

Tourism Information point with Honiton Museum

Events 2019-2020

**Medium term goals**

Roundball Wood

Replacing the footbridge near Oaklea.

**18/17** To close the meeting

The meeting was closed at 8.57 pm.