

**MINUTES FOR THE PEOPLE COMMITTEE  
TUESDAY 03 NOVEMBER 2015 AT THE GUILDHALL TOTNES**

Attendees: Councillors Whitty (Chair), Cllr R Adams, Cllr M Connelly, Cllr R Hendriksen, Cllr B Piper, Cllr Vint.  
Present: Steve Peacock (Press), Catherine Marlton (Deputy Town clerk).  
Not present: Cllr Simms.

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Council.	Cllr Andy Simms was not present.
	<i>The Committee will adjourn for the following item:</i>	
	Public Engagement: 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.	No public attended the meeting.
	<i>The Committee will convene to consider the following items:</i>	
2	To approve the minutes of the last meeting held on 13 <sup>th</sup> October 2015	Minutes were agreed.
3	To deal with any matters arising from the minutes of the last meeting.	Cllr Connelly would also like to attend the Rushbrook tour.  The Deputy Town Clerk will arrange the tour at 4.30pm on a date before Christmas. At that tour the hire costs need to be queried.
4	To discuss a timetable and plan for implementation of the Town Council Priorities which have been allocated to the People Committee.	Cllr Vint to circulate a document which flags cross cutting themes in the vision document.  Culture in Totnes is being looked at as part of the NP and is being led by the Town Team. It was therefore agreed that the Deputy Town Clerk would discuss this with the Town Clerk and feed back to People Committee in December.  It was agreed that the Town Council needs a standard policy on local and fairtrade purchasing. The Deputy Town Clerk will contact Cllr Horsburgh for a standard policy and bring back to the December meeting.  Councillors were agreed that promoting Social Housing provision was extremely important. A Social Housing Policy will be part of the Neighbourhood Plan which will give any plan more statutory weight. The Deputy Town Clerk will liaise with Thea Platt on the Neighbourhood Planning position and feedback to the committee.  The Deputy Town Clerk will also investigate Almshouses in the town and the rental of Town Council owned residential properties.
5	To note the minutes of the Homelessness and Begging Meeting on 12 <sup>th</sup> October 2015	Noted.
6	To note Neighbourhood Plan Steering Group Minutes	Noted.

7	Update on Community Engagement Plan actions – standing item	<p>There was discussion regarding the venue for the Full Council Meetings. The Community Engagement Plan identifies changing the venue on a rota to engage with the community but also there are problems with the space in the Guildhall being fit for purpose. For example the heating, access, seating and audio issues impact less able members of the public, existing and future Councillors. Options that were discussed included bold thinking regarding retrofitting existing space and Rushbrook as an alternative venue. It was proposed that an annual plan with alternative locations was pulled together. The Deputy Town Clerk will investigate and cost alternative venues for Full Council for a minimum of the winter period.</p> <p>In the longer term, the Deputy Town Clerk will investigate the possibility of retrofitting the Guildhall in terms of seating, heating, access, lighting and audio. Liaison with Heritage England and quotes for improvements will be needed.</p> <p>The People Committee <b>RECOMMENDS</b> that the Full Council meetings are moved from the Guildhall to alternative venues until the space can (if possible) be made fit for purpose – overcoming heating, lighting, audio, seating and access issues. This should commence immediately to ensure that Councillors struggling with above issues can attend the meetings.</p>
8	To receive an update on Open Space and Borough Park – standing item	Cllr Whitty and Cllr R Adams will feedback to the committee after the S106 meeting.
9	To receive an update on the Mansion and Caring Town Totnes. – standing item	<p>Cllr Vint explained that the sum and detail of improvements to the Mansion during the 3 years of transition from DCC to the TCDS as managers was being negotiated.</p> <p>The Deputy Town Clerk was asked to add broadband to the next People Committee agenda.</p>
10	To set the dates of future meetings.	Wednesday 9 <sup>th</sup> December at midday was agreed.

END

MAYOR