**MINUTES OF THE PEOPLE COMMITTEE**

**THURSDAY 9th MARCH 2017 AT THE GUILDHALL OFFICES TOTNES**

**Present:** Cllr T Whitty (Chair), Cllr J Sweett, Cllr K Sermon, Cllr R Vint

**In Attendance:** Christina Bewley (Deputy Clerk), Peter Bethel and Press

**Apologies:** Cllr B Piper, Cllr M Elliot-Smith and Cllr R Hendriksen

**Not present:** Cllr A Simms

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| **No** | **Subject** | **Comments** |
| 1 | To receive apologies and to confirm that any absence has the approval of the Council | The apologies from Cllr Piper, Cllr M Elliot-Smith and Cllr R Hendriksen were accepted and noted. |
|  | *The Committee will adjourn for the following item:* | |
|  | 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. | Peter Bethel gave a report on the progress with the Helipads.  The Devon Air Ambulance Trust (DAAT) are looking for two sites in the town with the preferred sites at the moment being Borough Park and Christina Park.  In the long-term an organisation has to take responsibility for the flood-light poles and DAAT are asking the Town Council to take this on. The Council’s insurance would cover the poles at no extra cost. DAAT would lower the poles once a year to do maintenance checks. There would be no on-going costs for the Council.  The Council would need to make the planning applications for the poles which is cheaper when made by the Council.  DAAT would install the poles and cables. Fundraising would pay for the cost of the poles and cable.  At the Borough Park site, SHDC are in negotiations to lease the field to the Rugby Club and the electricity supply could come from the Bowling Club. A meeting will take place involving DAAT, the Rugby Club, the Bowling Club, SHDC, Totnes Council and Peter Bethel to discuss the way forward. |
|  | *The Committee will reconvene to consider the following items:* | |
| 2 | To deal with any matters arising from 9th February 2017. | Cllr Whitty confirmed that the 2nd recommendation under Item 8 was agreed at the Full Council meeting on the 6th March.  It was AGREED that Cllr Sweett would undertake the investigation on how a system for sending out 18th birthday cards could be established.  Borough Park was briefly discussed and the leasing of the pitches to the Rugby Club was raised and the TC was supportive of this.  The issue of access was the point that needed clarification and re the Helipad access, would be from the Pavilions side of the Park and not from the China Blue side so the pitches need not be driven on. |
| 3 | Report from Peter Bethel regarding the Helipad. | It was agreed to RECOMMEND to Full Council that Totnes Council takes responsibility for the flood-light poles depending on the outcome of the proposed meeting for Borough Park and discussions with SHDC. |
| 4 | NP and OSSR&WB Policy review. | Cllr Whitty explained the review process using an example template for allotments. One section of the policy would be reviewed on the same basis at each People committee meeting until all sections have been reviewed. Cllr Whitty will produce a review programme.  It was requested that green spaces are considered for designation in the Neighbourhood Plan. |
| 5 | Participatory budgeting. | A handout was provided to the Committee members by Cllr Whitty which explained how participatory budgeting works. It was AGREED that Cllr Whitty will revise this document and submit it to the next Full Council meeting to be considered for the Annual Town meeting. |
| 6 | Community Engagement Plan review and action plan. | Cllr Whitty provided the Committee members with copies of a paper on Community Engagement. There was insufficient time in the meeting to discuss the paper. It will be discussed at the next meeting. |
| 7 | Emergency/Severe Weather Plan review/update. | Cllr Vint provided the Committee members with a paper on Preparations for Ice, Snow & Floods and talked about the contents of the paper. He suggested the Committee set up a working group to deal with the issues raised in the paper.  Cllr Vint asked that the Civic Hall is identified as an emergency shelter for the town in the event of a disaster caused by severe weather. It was agreed that this would be RECOMMENDED to Full Council.  Cllr. Vint will submit his proposals to the Officer to be included into the minutes. |
| 8 | To note the Healthy Torbay SPD (re. Torbay Local Plan). | Noted. |
| 9 | Vandalism at St Mary’s Church. | Noted. |
| 10 | To note the Caring Town Information Service update. | Noted.  Cllr Whitty proposed that the Committee visit the CTIS at the Mansion when it is fully up and running. Cllr Whitty will contact and ask for a convenient time. |
| 11 | Town defibrillators – ongoing costs. | Item to be carried forward to the next meeting. |
| 12 | To note the date of the next meeting | Thursday 13th April at 9.45am |

END