



**AGENDA FOR THE PEOPLE COMMITTEE
THURSDAY 13th APRIL 2017 AT THE GUILDHALL OFFICES TOTNES**

You are hereby SUMMONED to attend the meeting of the People Committee, which is to be held in the Guildhall, Totnes on **Thursday 13th April 2017 at 9.45am** for the purpose of transacting the following business:

NOTE item 13:

The committee will adjourn to visit the Caring Town Information Exchange in the Mansion for 11-30am.

We will be met by Fiona Ward, who will describe the set up and workings of the Exchange and answer any questions.

No	Subject	Comments
1	To receive apologies and to confirm that any absence has the approval of the Committee.	
	<i>The Committee will adjourn for the following item:</i>	
	<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.</i>	
	<i>The Committee will convene to consider the following items:</i>	
2	To deal with any matters arising from 9 th March 2017.	Minutes attached.
3	To inform the Council of the ongoing costs and make a recommendation to the Full Council regarding the Defibrillator and the Community training.	Enclosure to follow
4	NP and OSSR&WB Policy review – Allotments and designation of green Spaces. Note: OSSR&WB Policy is on the TTC website under the NP section.	Enclosed
5	Update on the siting of the Devon Air Ambulance within the Town and the implications for the Town Council.	
6	To note funding cuts to KEVICC and local Schools and the implications for the schools	
7	Update on 18 th Birthday cards to young people within the town and to consider the proposal to offer the Guildhall for the politics students to hold debates sponsored by the TC.	Councillor Sweet
8	To consider Participatory Budgeting	Presentation document to be e-mailed to members by Cllr Whitty
9	To consider a Community Engagement Plan	
10	To consider the input of the Link Councillors whose relevant responsibilities would come under the remit of the committee?	
11	To consider a Town Charter.	Councillor Piper

12	To note the South Devon and Torbay Clinical Commissioning Group Stakeholder Briefing No 23 – 7 March 2017.	
13	The committee will adjourn to visit the Caring Town Information Exchange in the Mansion	Adjourn at 11:15am
14	To diary the date of the next meeting – Thursday 11 th May at 9.45am	

Christina Bewley
Senior Administrator

**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

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.
<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.	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.
<i>The Committee will reconvene to consider the following items:</i>		
2	To deal with any matters arising from 9 th February 2017.	Cllr Whitty confirmed that the 2 nd recommendation under Item 8 was agreed at the Full Council meeting on the 6 th March. It was AGREED that Cllr Sweett would undertake the investigation on how a system for sending out 18 th 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 13 th April at 9.45am

What improved and/or new facilities are needed to meet existing quantity/quality/accessibility shortfalls, and anticipated future demand from additional housing development

Type of open space and policy standard

Existing provision and identified needs within the Parish, to meet existing quantity/quality/accessibility shortfalls, and anticipated future demand from additional housing development.

Shortfall/ Issue	Site/location/ facility name	Project description	Evidence of need and community support	Site/facility owner, and project partners		Perceived obstacles	Cost	Funding	Target for completion
				Project lead	Partners				
Allotments	TOTNES TOWN	Improve quantity and accessibility related to the demand for allotments. Acquisition of land for allotments relate to the geographical need around the town. Develop a policy for the contribution of land or 106 towards acquiring allotments in the town. Addressing the site and accessibility problems for certain residents who have difficulty accessing available allotment sites.	Response to Neighbourhood plan consultation and supplied by the AA in response to requests.	SHDC	SHDC	Gathering information on all allotment sites and the demand for them in the town. Putting together a structure/ strategy for the acquisition and administration of increased allotments in the town. Developing alternative options for traditional allotments for those who need them. Availability of accessible land within the parish.	Nil cost for assessment and project planning. Cost for land dependent on quality and quantity of land when identified; or allocated as a result of new development by 106	Through 106 agreement or grant aided and funded by the AA for purchase and improvement of sites.	Project planning March 2016
	Smithfields			Allotment Asso.					
	Castle Meadow			Totnes Trust					
	Lamb (growing space)								
	BRIDGETOWN								
	Rowse Lane			D of Somerset					
	Bridgetown Hill			Somerset Allotment Asso.					
Riverside	Linden Homes? Allotment Asso.								
Amenity Greenspace	TOTNES TOWN								
	Follaton Community Centre			SHDC	SHDC				
	BRIDGETOWN								
	Parkers Way			SHDC	SHDC				
	Weston lane (Chicken Run)			SHDC	SHDC				
	Furze Road			SHDC	SHDC				
	Westonfields			SHDC	SHDC				
	Longmarsh			SHDC	SHDC				
	[Upper Bridgetown]			SHDC	SHDC				

Play/activity space/facilities	TOTNES TOWN								
	Follaton Community centre		SHDC	SHDC					
	Smithfields		SHDC	SHDC					
	Collarpark		SHDC	SHDC					
	Borough Park – Skatepark		SHDC	SHDC					
	Borough Park – play area		SHDC	SHDC					
	Leechwell Gardens		SHDC	Leechwell Gdns Asso					
	Broomborough		SHDC	SHDC					
	BRIDGETOWN								
	Parkers Way		SHDC	SHDC					
	Westonfields (Chicken Run)		SHDC	SHDC					
	Galleon – Steamer Quay		SHDC	SHDC					
	3 playareas in upper Bridgetown in Berry Pomeroy Parish								
<i>Furze Rd.</i>		SHDC	SHDC						
<i>Elmhirst Drive</i>		SHDC	SHDC						
<i>Weston lane.</i>		SHDC	SHDC						
Indoor sports facilities	TOTNES TOWN		SHDC	SHDC					
	Pavilions Leisure Centre [Borough Park,] KEVICCS School		SHDC	SHDC					
Outdoor sports facilities	TOTNES TOWN		SHDC	SHDC					
	Borough Park Area 7 acres (2.83 hectares) 2 Rugby pitches, Tennis/Bowls clubs KEVICCS School		SHDC	SHDC	In conjunction with individual sports clubs.				

10-Method/frequency of review of Totnes Open Space, Sport and Recreation and Wellbeing Policy

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The policy will be monitored reviewed and updated on an annual basis. The process will be led by the Town Council as part of its responsibilities to ensure the relevance of its Neighbourhood Plan and will engage the community and all appropriate groups/organisations.

Between the annual monitoring, review the policy will be overseen by the People committee on a monthly basis as a standing agenda item. It will act proactively in engaging with those individuals, clubs, and organisations etc. within the town that have an interest in developing an aspect of the OSSR within their community or more broadly within the town.

The People committee will review each of the OSSR areas on a monthly basis, where appropriate with the town/community body who have an interest in that area. If there is no body it will take on the responsibility and bring forward options to the Town Council and the community.