**MINUTES OF THE PEOPLE COMMITTEE**

**THURSDAY 11th MAY 2017 AT THE GUILDHALL OFFICES TOTNES**

**Present:** Cllr A Simms (Chair), Cllr M Elliot-Smith, Cllr J Sweett, and Cllr R Vint

**In Attendance:** Catherine Marlton (Town Clerk), Sara Halliday (Administration), and Public

**Apologies:** Cllr T Whitty, Cllr R Hendriksen, Cllr K Sermon

**Not present:** Cllr B Piper

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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 Cllrs Hendriksen, Sermon and Whitty 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. | Laura Howe (resident of Totnes) expressed concern about the level of homelessness and begging in the town, and presented a paper setting out the services available. The Committee thanked Ms Howe for her work and it was AGREED that she should share her findings with Caring Town Information Exchange.  |
|  | *The Committee will reconvene to consider the following items:* |
| 2 | To deal with any matters arising from 13th April 2017. | Minutes agreed.Item 3 – Agreed by Full Council.Item 6 – Agreed by Full Council. It was AGREED that TCC should request a copy of the DCC letter to inform the TTC letter. |
| 3 | Review of the Caring Town service. | The Town Clerk gave an update on the work of Caring Town which is funded until the end of June 2017 and is assisting 5-6 people a day on average. The Caring Town Information Exchange also has training initiatives which community groups and TTC staff can benefit from. It was agreed to RECOMMEND to Full Council that funding is continued for a further 12 months. |
| 4 | To consider the siting of the Devon Air Ambulance within the Town and the implications for the Town Council.  | Toby Russell from the Devon Air Ambulance Trust updated on the potential landing sites in Totnes and Bridgetown. The Borough Park option appears to be the best option and DAAT suggested that this proposal is advanced to get one site in the town, whilst a Bridgetown option is explored in more detail. It was agreed to RECOMMEND to Full Council support for the Borough Park option. If agreed, further information on planning permission and public engagement would be required. |
| 5 | Emergency/Severe Weather Plan policy review. | Cllr Vint updated on the cold weather plan and suggested dividing the town into units with a designated snow warden. It was AGREED that information on emergency lighting options in the Civic Hall is required and clarification about key holding arrangements. |
| 6 | To consider a Community Engagement Plan. | To be carried forward to the next meeting. |
| 7 | To consider the input of the Link Councillors whose relevant responsibilities would come under the remit of the Committee. | It was AGREED to: review Cllr’s links at the next meeting, following the new committee memberships after 18th May 2017; to stress the importance of the link councilor role; and to encourage groups to give 10 minute presentations to future People Committee meetings.  |
| 8 | NP and OSSR&WB Policy review. | To be carried forward to the next meeting. |
| 9 | Update on 18th 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.  | Cllr Sweet updated on the potential number of young people turning 18 a year based on Electoral Roll records, and ideas from printers for designs for a card. TTC Administration advised that an email has been sent to the Information Commissioner’s Office to ensure that information is being used in accordance with the Data Protection Act. It was AGREED to bring this item to the next meeting following receipt of ICO advice. |
| 10 | To note an increase in places at Bidwell Brook School, Dartington. | Noted. |
| 11 | To note the change in grounds maintenance arrangements for the ‘China Blue’ sponsored roundabout. | Cllr Simms AGREED to speak to China Blue about the implications. |
| 12 | To diary the date of the next meeting. | Thursday 8th June at 9.45am |

END