

Agenda for Totnes Neighbourhood Plan Working Group, Wednesday 6th November 2019 at 2pm in the Guildhall Offices

1. Any matters arising from the last meeting (see attached document).
2. To confirm arrangements for the public consultation, including (see attached document):
 - dates and locations
 - manning
 - display information
 - publicity
 - website updates
3. Date of next meeting – 6.30pm on Thursday 9th January 2020.

ITEM 1

TOTNES NEIGHBOURHOOD PLAN (NP) WORKING GROUP, 10TH OCTOBER 2019 AT 6.30PM

Present: Cllrs Luker (Chair), Allen, Hodgson and Paine; and Chris Watson.

Apologies: Cllr Allford; and Tony Whitty.

1. Matters Arising from the last Meeting – South Hams District Council's comments on the draft plan are expected on 21st October. The consultants will then need time to scrutinise and review the comments and make suggestions of where the draft plan might need to be revised.
2. Update from Full Council – Cllr Luker updated that at Full Council on Monday support was given to take the draft plan forward to public consultation. There is still some work to do - SHDC comments and consultants revisions, incorporating maps and photographs, preparation of annexes – but it is hoped that the public consultation can begin by mid-November 2019.
3. Preparations for Public Consultation Phase.

Dates – the start date will be fluid until SHDC's comments are received and the consultants can advise on the scale of any revisions required, but it is hoped that the public consultation can begin in mid-November. Given the Christmas and New Year break, it was **AGREED** that extending the consultation period beyond 6 weeks to close early in the New Year was sensible if no-one was going to be around to process comments.

Consultation Events – there were a number of ideas of locations to hold consultation events and ways to publicise the dates. It was **AGREED** that not all events needed to be manned all the time, for example static displays could be put up with publicity making it clear when someone would be available to answer questions. It was **AGREED** that the following would be explored:

- That the officer would draw up a table of known events (TTC events in the Civic Hall are: 16 Nov Community Art Day; 22 Nov Arts and Crafts market; 26 Nov Christmas Lights Switch-on; and 10th Dec Christmas Festival Craft Market) and possible locations (see attached) for consultation to ask Working Group member and Councillors to volunteer to support sessions they could attend.
- Using the Tourist Information Office on market days (officer to speak to the Clerk about feasibility).
- A5 double sided flier – one side listing consultation event dates and times, the other for comments, which could be returned to the Council Offices or at an event. Drop off these to various retailers, SHDC offices and circulate in the Totnes Directory December edition.
- A4 posters for Bob the Bus and Follaton Stores with the event dates.
- Record a video with people's views and host on the NP website and Facebook page.

Questions for the Consultation – it was **AGREED** to draw the public's attention to the questions identified by the consultations.

Materials – A small number of hard copies of the plan will be made available. A large laminated map from SHDC showing the boundary, policies and green spaces was considered to be a useful visual aid. The policies and key questions would be put onto the

folding display boards. The Totnes Town Council website will be updated once the consultation goes live, and a new website page will be created for the Totnes Neighbourhood Plan website which would include the draft document, appendices and event details.

6. Date of Next Meeting: Thursday 31st October at 6.30pm in the Guildhall – in view of the timeframe to receive SHDC and the consultants comments, the meeting will be slipped to Wednesday 6th November at 6.30pm in the Guildhall.

ITEM 3

Dates and locations for public consultation events:

Date	Venue	Timings
Saturday 16 th November	Civic Hall Foyer - Community Art Day	10am-4pm 10.30am-12.30pm
Wednesday 20 th November	St John's Community Café	10.30am-12.30pm
Friday 22 nd November	Civic Hall Foyer - Arts & Craft Market	9am-3pm
Tuesday 26 th November	Civic Hall Foyer - Christmas Tree Lights Switch On	3.30-5pm
Monday 2 nd to Saturday 7 th December	Library Foyer	Display, forms and comments box available
Tuesday 10 th December	Civic Hall Foyer - Christmas Festival Market	3-9pm 4-6pm
Wednesday 11 th December	St John's Community Café	10.30am-12.30pm
Sunday 15 th December	Guildhall	11.00am-12.30pm
Saturday Morning	Outside Morrisons?	
Evening	Guildhall	1.30/2hrs

Publicity

Totnes Directory – 1 page in December edition.

Totnes Times – will be sent the events dates.

Bob the Bus – confirmed that they will take posters.

Facebook

Website – create new page for the public consultation (drafts to be circulated at the meeting)