

**MINUTES OF THE TOTNES NEIGHBOURHOOD PLAN TASK AND FINISH GROUP
MONDAY 11TH JANUARY 2018 AT THE GUILDHALL TOTNES**

Present: Councillors R Adams (Chair), M Adams, P Paine, A Simms, J Westacott MBE, SHDC Cllr J Birch, G Allen, C Allford, L Cowling, S Jones and C Watson.

In Attendance: Cllr J Hodgson, Cllr B Piper, Cllr T Whitty, Sara Halliday (Administrator), and Public.

Apologies: Cllrs R Hendriksen and M Parker.

No	Subject	Comments
1	Introductions – at the first full meeting, all to introduce themselves and to say who they are representing.	All members introduced themselves to the group to ensure that all were aware of who they are and the interests of the town that they represent.
2	To address any actions arising from the meeting on 18 th December 2017.	The minutes were agreed. Confirmation that the training day will be held on Monday 22 nd January from 10am-4pm in the Guildhall.
3	To review and agree the Terms of Reference for the Totnes Neighbourhood Plan Task and Finish Group.	A question was raised about the Totnes Neighbourhood Plan website which requires updating. Action: Website update (TTC Offices). The Terms of Reference were agreed unanimously.
4	To discuss and prioritise the common themes arising from the public consultation period in Summer/Autumn 2017.	The common themes identified in the public consultation were agreed, with an addition to Steamer Quay to include: the pedestrian bridge; and employment impact of proposals as currently drafted. Concerns were also raised about: the lack of social infrastructure in Bridgetown; the emphasis placed on Bob the Bus by developers as a solution to transport and mobility; and whether a moratorium on second homes should be included.
5	Totnes Neighbourhood Plan Policies: a) To review the Totnes Neighbourhood Plan policies and South Hams District Council comments; b) To identify, agree and prioritise those that need redrafting; and c) To identify owners to take this work forward.	Cllr Birch explained a list of existing policies that he believes need to be reviewed to ensure that the Totnes Neighbourhood Plan conforms to the Joint Local Plan (JLP) housing numbers and to provide clarification on specific locations or terms used. Action: Totnes section of the JLP to be circulated to all (TTC Offices). General comments concerned viewing the wording for policies connected to transport, green spaces, and the inclusion of the St Mary's Church partnership proposals and youth provision. The Chair asked that Task and Finish Group members review the policies as currently drafted and return to the next meeting prepared to discuss points 5b and 5c. Action: All.
6	To consider the actions identified at the last Neighbourhood Plan Steering Group.	It was agreed that these actions should be taken forward. Action: TTC Offices to check the status of Bridgetown green spaces with the Neighbourhood Plan Coordinator.
7	To note the date of the next	Noted

meeting – Monday 22 nd January at 7pm.	
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