

**MINUTES OF THE TOTNES NEIGHBOURHOOD PLAN TASK AND FINISH GROUP
MONDAY 18TH DECEMBER 2017 AT THE GUILDHALL TOTNES**

Present: Councillors R Adams (Chair), M Adams, M Barker, P Paine, J Sweett and J Westacott MBE.

In Attendance: Cllr R Hendriksen, Cllr J Hodgson, Cllr M Parker, Cllr A Simms, Cllr T Whitty, Cllr John Birch, Sara Halliday (Administrator), Mary Coughlan-Clarke (Neighbourhood Plan Coordinator), Press and Public.

Apologies: None.

No	Subject	Comments
1	To discuss the proposed membership of the Totnes Neighbourhood Plan (TNP) Task and Finish Group. [A copy of the proposed membership list is at Annex A].	<p>The Chair circulated a list of names for the proposed membership of the TNP Task and Finish Group for discussion, which drew together members of the Operations Committee, Totnes Town Council Committee Chairs, and individuals from within the community.</p> <p>Cllrs Barker and Sweett both said that they would do any tasks asked of them but did not wish to be members of the Group. Both felt that they did not have the necessary time or skills required to devote to the Group. Cllr M Adams would be part of the membership and due to a pecuniary interest would absent herself from any discussions or work involving the Steamer Quay.</p> <p>Cllr Paine expressed concern that the wider membership of the Group should only be considered once the tasks are identified. Cllr R Adams set out that she saw the proposed membership as an initial list and agreed that co-opting people with the skills necessary to carry out specific tasks as work progresses would be required, and all such inclusions would go to Full Council for approval.</p> <p>All members would need to complete a declaration of interests to ensure transparency.</p> <p>The RECOMMENDATION to Full Council was for the proposed membership (minus Cllr Barker) to be approved. Voting: 4 (four) votes in favour (Cllrs R Adams, M Adams, Paine and Westacott MBE) and 2 (two) abstentions (Cllrs Barker and Sweett).</p>
2	Administration and running of the TNP Task and Finish Group.	<p>The Group will meet after the Operations Committee is held (usually the third Monday of each month). All meetings will be open to the public and recorded. The meetings will be clerked by the TTC Administrator.</p> <p>Cllr Westacott MBE sought assurance that the work carried out to date on the draft TNP would not be wasted, and that the Task and Finish Group would concentrate its efforts in reviewing the comments received from the public consultation in order to revise the draft policies as required. Cllr R Adams confirmed this to be the role of the Task and Finish Group.</p> <p>Devon Communities have been approached to run a training session on Neighbourhood Planning which will cover aspects such as policy writing, policy planning, community engagement and meeting the inspection criteria. The potential dates (22nd, 23rd or 24th January 2018) for delivery</p>

		will be circulated to all members of the Task and Finish Group and all TTC Councillors to identify a date that will be best attended.
3	The proposed date of the next meeting – 22nd January 2018 at 7pm in the Guildhall.	It was agreed to have an interim meeting on 11th January at 7pm in the Guildhall in addition to the planned meeting on 22nd January at 7pm in the Guildhall.

ANNEX A

TOTNES NEIGHBOURHOOD PLAN TASK AND FINISH GROUP – PROPOSED MEMBERSHIP

Cllr Rosie Adams (Chair)
~~Cllr Barker (Operations Committee)~~
 Cllr Marion Adams (Operations Committee Chair)
 Cllr Paine (Operations Committee)
 Cllr Westacott MBE (Personnel Committee Chair and Operations Committee)
 Cllr Simms (People Committee Chair)
 Cllr Hendriksen (Planning and Place Committee Chair)
 Lindsay Garner
 Andy Garner
 Rev Steve Jones
 Claire Allford
 Georgina Allen
 Cllr John Birch
 Chris Watson
 Stu Lambert
 Carmen Luscombe
 Lindsay Cowling