

## Action Minutes of Totnes Neighbourhood Plan Steering Group April 13<sup>th</sup> Totnes Guild Hall, 7pm – 8.30pm

**Present** - Thea Platt (**TP**), Paul Bennett, (**PB**), Vaughn Barclay, (**VB**), Tony Whitty, (**TW**), Peter Rees, (**PR**), Frances Northrop, Carol Wellwood (**CW**), Jacqui Hodgson (**JH**), Vaughn Barclay (**VB**), Ian Franklin (**IF**), Mary Coughlan-Clarke (**MC**)

**Apologies** – Chris Balch, Rosie Adams

**Chair** - Paul Bennett

Task/Issues	Detail
<b>Minutes of last meeting</b>	Approved
<b>Matters Arising</b>	<b>None</b>
<b>Welcome and introductions</b>	Paul welcomed two new Steering Group members – <b>Ian Franklin and Mary Coughlan-Clarke.</b>
<b>Coordinator update</b>	Thea reported back from Coordinator Report paper sent out with agenda
<b>Community engagement &amp; fundraising</b>	TP presented proposal & budget for a community engagement programme. <b>Action:</b> Thea will apply for £8000 from Locality by end of April. The group agreed to the proposal. Thea to investigate other funding
<b>Community Engagement general</b>	TP shared the concept of Community Charters with the group as discussed with Isabel Carlisle, it was agreed that it would too confusing and might deviate from our current strategy. <b>Action: Thea to communicate this with Isabel</b>
<b>Project plan</b>	Thea presented early stages of a project plan. Jacqui stressed urgency of having initial draft in place by September to link to the publication of 'Our Plan' (though this deadline isn't certain). If we have a draft by then ,the authority must take account of our policies. <b>Action:</b> Thea to produce full project plan with support from Mary in advance of the next Steering Group meeting to assess when a draft plan realistically be prepared.

<p><b>Impact of development outside of our boundary</b></p>	<p>Concern was expressed at the impact on infrastructure within the town and facilities generally which could result from developments undertaken outside the NP boundary. The general view was that we do not have the resources or power to consider these developments and that this should be pursued through SHDC and the forum of NPs surrounding Totnes.</p> <p>The South Hams NP network group is an important group to coordinate with in relation to cross boundary issues.</p>
<p><b>Character assessments</b></p>	<p><b>Action:</b> All members of the group to look at the documents to be found on SHDC website relating to the various conservation areas in Totnes and Bridgetown; these form a good basis for this assessment of the historic core</p>
<p><b>Project administrator/assistant</b></p>	<p>Any new roles relating to administration must be passed through the Personnel Committee. <b>Action:</b> Thea to write up a list of tasks she needs support with to inform a job specification and send to Tony and Jacqui in advance of the next personnel meeting on April 29th</p>
<p><b>Neighbourhood Planning in a nutshell</b></p>	<p>As this was an informal discussion no record was kept</p>
<p><b>Date of next meeting</b></p>	<p>May 20<sup>th</sup>, 7pm</p>