

**Action Minutes of Totnes Neighbourhood Plan Steering Group
August 19th, Totnes Guildhall, 7pm - 9pm**

Present - Peter Rees, Frances Northrop, Chris Balch, Thea Platt, Helen Gilhespy, Robert Vint, Ian Franklin, Chantelle Norton, Mary Coughlan-Clarke

Apologies - Tony Whitty

Chair - Paul Bennett

Task/Issues	Detail
Actions from last meeting	<ul style="list-style-type: none"> • All actions completed
Coordinator update	<p>Feedback from the community drop-in event:</p> <ul style="list-style-type: none"> • Following the public consultation event at the Mansion in July, eight further volunteers signed up and 150 attended in total • 385 comments were received in total • Transport was the issue most people commented on • There were far fewer comments on economy and it was felt that maybe this was because people were not confident in how to comment on this subject • It was felt that those who attended the event were glad they did • The event looked and felt professional but also felt friendly • The event incorporated lots of different ways people could interact (the map, the flip charts) this worked well • Social Media platforms are also now being regularly used - Twitter / Facebook • An e-newsletter has been designed and the plan is to send this out on a monthly basis • Several further articles concerning the plan have recently appeared in the Totnes Times <p>• Priorities for next month and further detail on the above, see Coordinators report</p>
Next Steps: Evidence gathering, engagement & general review of progress	<ul style="list-style-type: none"> • Action: Each Task Group is to create a paper of key findings based on evidence gathered so far and data from the public event and send to group for September 26th this will be followed by some kind of

	<p>public workshop where issues will be examined in more depth. These findings need to be sent to a wide range of groups from across the town.</p> <ul style="list-style-type: none"> • These papers can be shared in full with some groups/individuals but headline findings can also be pulled out and used in the local media, face book, e-news and other mediums to give people a taste of main points. Chantelle suggested that results from the public consultation should be published. Headlines could be printed in local press/face book with more detail being reserved for the website or on request. Action: Thea to add this to communications plan • Action: Thea to investigate possibility of Planning For Real Workshop. Action: Task Group Leads to explore this in more depth at next Task Group Lead meeting • Action: In response to points made by Chris and Paul about reaching out to a wide range of groups from political to community groups, Thea (with support from Mary) will undertake a stakeholder analysis and map out the different groups we need to reach (and have reached) and the methods we should use to engage them. Thea to prepare a draft of this in advance of next Task Group Lead meeting • Action: Thea/Helen to work on letter to Statutory Consultees with support from Chris • Action: Thea to send out database of community groups for comment by Steering Group • Action: Helen to send out an electronic version of Chantelle’s template with the minutes. Action: All to email Chantelle any comments re this. • It was suggested a new banner to have (suggest Civic Hall railings) to advertise the existence of the plan. Mary suggested creating an animation around the Neighborhood Plan in the lead up to the referendum which could be available via You Tube, etc • Action: Frances is having a meeting from Geobase to identify all the available sites for new housing and will feedback on this to the SG
<p>Updates (including Task Group updates)</p>	<p>Housing update:</p> <ul style="list-style-type: none"> • Chris provided an overview of the structure of the (draft) Housing Topic Paper • Any comments or questions from others should be emailed to Chris

	<ul style="list-style-type: none"> • Approximately 900 Housing Needs Surveys were returned which all agreed was a very positive result • A summary of the findings from the Housing Needs Survey will be available by early September (Helen, Thea and two volunteers are working on inputting all the replies). Press releases are planned for September • Chris provided an overview of the structure of the (draft) Housing Topic Paper and any comments or questions relating to the topic paper to be emailed to Chris. Action: Task Group leads to use this format for their own topics and use it as a tool to delegate work to task group members • Action: Robert to feed in the issues on the housing topic from South Hams District Council • Robert stressed how important it is to gather statistics and develop the evidence base for how many people would seriously consider these alternative housing type options • Action: Robert to send Chris a list of useful questions in relation to this • Robert informed that South Hams District Council will be open to approaches that deliver affordable housing through innovative means including self-build, co-housing, community land trusts and other initiatives and it is anticipated there will be high demand for this type of housing in Totnes • Robert stressed how important it is to gather statistics and develop the evidence base for how many people would seriously consider these alternative housing type options • Action: Robert to send Chris a list of useful questions in relation to this • Action: further discussion / research required (between Ian and Chris) to formulate how to find out the maximum physical capacity in Totnes for new housing sites
<p>Public open space update</p>	<ul style="list-style-type: none"> • A community event took place on Tuesday in Bridgetown to gather opinions of local residents on the green spaces in Bridgetown • Findings to be shared at a future meeting
<p>Embedding sustainability in the</p>	<ul style="list-style-type: none"> • The Steering group agreed that the ‘Sustainability’

<p>plan</p>	<p>Task Group should exist as purely a Task Group for the environment. It was agreed that the Steering Group should be responsible for leading on embedding sustainability in the plan. The definition of sustainability should include social, economic and environmental. Action: Thea to identify a task group lead to join the Steering Group</p> <ul style="list-style-type: none"> • Action: Thea and Chris to look at best practice frameworks for sustainability including revisiting One Planet Living Principles used in Frome
<p>AOB</p>	<p>Forthcoming event:</p> <ul style="list-style-type: none"> • South Hams Neighbourhood Planning Networking Event: Totnes will be hosting the next event on Saturday 3 October where Our Plan will be discussed and Ross Kennerley will be on hand to answer questions <p>Miscellaneous:</p> <ul style="list-style-type: none"> • Action: Thea to follow up with Alan Salt and Teresa Lakeman (KEVICCS) re joining Steering Group/Task Groups • Action: Thea to ask a student to attend a SG Meeting and provide a voice from the young community • It was discussed whether to produce a proforma - perhaps with a map covering all the different areas of the town e.g. Upper Bridgetown, Lower Bridgetown, Jubilee Road, Weirfields, Follaton, etc for distribution through Transition Streets groups or perhaps through schoolchildren with the aim of capturing views on what people like (or dislike) about their part of town and how it relates to other areas of the town. Chris sees this as a worthwhile way of capturing more people's involvement with the Neighbourhood Plan and getting more localised views and understanding. Further discussion needed before taking any action on this initiative
<p>Next meeting</p>	<ul style="list-style-type: none"> • Next SG meeting will be on the 16 September in the Guildhall