

Action Minutes of Totnes Neighbourhood Plan Steering Group February 18th 2015, 7pm – 8.30pm, Totnes Guild Hall

Present - Thea Platt **(TP)**, Paul Bennet, **(PB)**, Vaughn Barclay,**(VB)**, Helen Kummer, **(HK)**, Tony Whitty, **(TW)**, Chris Balch, **(CB)**, Peter Rees, **(PR)**, Frances Northrop,**(FN)**, Robert Vint, **(RV)**, Graham Swiss, **(GS)**

Apologies - Carol Wellwood, Rosie Adams

Absent - Jacqui Hodgson

Chair - Paul Bennett

Task/Issues	Detail	Action	Person responsible/date
Minutes of last meeting	Approved	NA	
Matters Arising	<p>Winslade House: Peter Rees circulated notes on and information pertaining to the Winsland House workshop. This had been attended by several members. It was agreed to defer discussion of this to the next meeting when it would be considered in conjunction with Paul's note "Land use and possible areas for development within the Totnes NP boundary" which again would be deferred to the next meeting. Paul will propose that John Baluch could attend the next SG meeting to discuss proposals.</p> <p>Task groups: Helen raised the issue that Steering Group members shouldn't automatically Chair Task Groups. TP confirmed this would be dealt with during the action planning session</p>	TP/PB to consider adding Winslade House and sites to next agenda	TP/PB in advance of March 18th

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<p>Co-ordinator Update</p>	<p>TP presented a Community Engagement strategy (and circulated a paper with the key points laid out). The suggestion made was the town is broken down into geographical quadrants (quadrants to be clarified at a later date) to gather very local intelligence from people who live in specific neighbourhoods in order to:</p> <ol style="list-style-type: none"> 1) Make consultation manageable, relevant, inclusive and broaden representation 2) Gather information that will inform key issues and themes for the plan 3) Educate local people about Neighbourhood planning 4) Raise the profile of the Neighbourhood plan <p>Local Neighbourhood Teams would be created in each quadrant to carry out neighbourhood engagement work.</p> <p>Task groups under key topic headings would also be formed following the conventional neighbourhood Planning model</p> <p>TP circulated a paper with the outline proposal. This will also go out with the minutes to ensure those not in attendance are able to understand the concept.</p>	<p>Circulate community engagement strategy with minutes to ensure those not in attendance see the proposal</p>	<p>TP –in advance of March 18th</p>
<p>Action Planning session – Thea Platt</p>	<p>TP broke the Steering Group into 3 separate groups and asked them to brainstorm around 3 questions relating to community engagement and 3 questions relating to task groups (please see action planning guidelines for this session)</p>	<p>Send out action planning session task sheets for those not in attendance</p>	<p>TP - in advance of March 18th</p>

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<p>Action Planning session continued</p>	<p>Each group wrote their ideas on flipchart paper and post-it notes. A member of each group was asked to type up their notes and send to TP. These notes will be circulated with the minutes</p> <p>Each Steering Group member was asked to make a personal pledge of something they would do prior to the next SG meeting. They were as follows:</p> <p>Personal pledges:</p> <ul style="list-style-type: none"> • Tony Whity to launch the Open Spaces Task Group week commencing 23rd February – TP to meet with Tony to discuss approach early that week • Frances agreed to be Head of Economy Task Group and is also giving Thea continuing support with Community Engagement • Graham will meet with Paul and Thea to discuss policies in the Local Plan that are relevant to Totnes and how to ensure smooth links between the District policies and policies in the NP • Chris will meet with Thea to help plan a framework/process for task groups • Paul will recruit members to the Public realm/art/connectivity task group • Peter will update the Transport Totnes Strategy & priority list into the Neighbourhood plan 	<p>TP to follow up with each SG member week commencing Feb 23rd to confirm personal pledge and in some cases, arrange follow up meetings</p>	<p>TP – w/c 23rd feb</p>

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Action planning (personal pledges) continued	<ul style="list-style-type: none"> Helen will join housing task group and encourage people to look at housing types Robert – ensure housing needs of young people are addressed including identifying appropriate housing types and schemes 		
Housing & Land Supply Graham Swiss	Graham gave a presentation on how housing allocations are worked out for South Hams. His notes will be circulated for the benefit of those not in attendance	TP to request electronic notes from GS to circulate to all SG	TP – in advance of March 18th
AOB	HK requested that SG meetings are open to public. PB stated this would not be appropriate	TP to have follow on discussion with HK	
Date of next meeting	Wednesday 18th March, 7pm. Guildhall		

Comment [T1]: Send out community engagement strategy, action planning tasks, Graeme Swiss notes on housing supply and action planning session write up