

Action Minutes of Totnes Neighbourhood Plan Steering Group June 17th, Totnes Guild Hall, 7pm - 9pm

Present - Vaughn Barclay, (VB), Tony Whitty, (TW), Peter Rees, (PR), Frances Northrop, (MC), Chris Balch, Carol Wellwood, Thea Platt, Robert Vint

Apologies – Jacqui Hodgson , Ian Franklin, Mary Coughlan-Clarke

Chair – Paul Bennet

Task/Issues	Detail
Minutes of last meeting	Approved
Matters Arising	Action: TP to send out community group database again to all SG members and they can respond individually to inform Thea who they have connections with
Task Group update	<ul style="list-style-type: none"> • Housing update: Carol met with Cassandra Harrison, Graham Swiss, Chris, Peter Townsend and Anne-Marie Meyer. Lots of evidence is being gathered and a strong team is building. Lots of evidence for demand side, more needed re supply • Carol thinking about how to display this in graphic form • Action: Frances to re-send census info to Carol • Action: Frances taking lead on Housing Needs survey – to go out in late July • Economy update: Plan to map where employment space is including the size and type, also looking at broadband activity, use classes and who owns the high street • We have permission to use mosaic maps – Action: Steering Group + students to think about what maps to use at public event • Transport: Tony and Peter are re-drafting transport strategy. Assessing what's within our control and what's out of our hands. They are revising policies and then use evidence gathered to measure against this. Important to assess what could be funded by development and what could not. • Totnes on the Move is to be the task group • Culture & Heritage- Action: Group to look at English Heritage document and the emphasis on assessing the setting of historic towns • Action: Thea to send English Heritage doc to Vaughn • Public open spaces: Tony is looking at South Hams evidence and stripping out Totnes evidence from this. Action: Hopes to hold meeting with potential volunteers prior to July 18th • Public open space: Tony highlighted how other plans have been very specific about stipulating details/numbers of public spaces/play places in new developments

Task Group update	<ul style="list-style-type: none"> • Carol suggested contacting John Balch re community engagement tools and mapping. Action: Thea to contact
Students	<ul style="list-style-type: none"> • Action: Thea to ensure she has OS mapping passwords for students • Action: Chris and Thea to draw up brief for students • Action: Thea to confirm with students how many hours per week • Students to potentially map: footpaths, green space, employment sites, listed buildings, historic maps to show growth
Publicity/communications/public events	<ul style="list-style-type: none"> • Action: Thea to get town council to help with technical support for the website • Action: Thea to speak to TTC about Town Crier for raising awareness of July 18th on the day • Action: Frances to contact Emma Capper re helping with children's area • Action: Thea to liaise with Vaughn re sandwich boards and display boards, flip chart stands • Action: Paul to contact David Mitchel about aerial maps – potential for large scale aerial map at event • Action: Thea to investigate mugs/tea earns for event – Civic Hall a possibility • Action: Steering group to find buddy for the day to help scribe information and preferably help type it up? • Potential for future events – NP bingo • Ideas for branded freebees – beer mats? Neighbourhood Plan Beer?
Administrational assistant	<ul style="list-style-type: none"> • Interviews are to be held on June 30th
Events	<ul style="list-style-type: none"> • Thea to prioritise outreach around the town and with groups and avoid big public/leisure events. It was agreed not to attend Long Boat Canoe Festival