

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

Present - Thea Platt (**TP**), Paul Bennett, (**PB**), Vaughn Barclay,(**VB**), Tony Whitty, (**TW**), Peter Rees, (**PR**), Frances Northrop,(**FN**), Graham Swiss, (**GS**), Carol Wellwood (**CW**), Rosie Adams (**RA**), Jacqui Hodgson (**JH**)

Apologies – Chris Balch (**CB**), Robert Vint (**RV**)

Chair - Paul Bennett

| Task/Issues | Detail | Action | Person responsible/date |
|--------------------------------|---|-----------|-------------------------|
| Minutes of last meeting | Approved | NA | |
| Matters Arising | <p>Welcome to Mike Connelly, previous member of Town Council interested in finding out more about the NP Process</p> <p>Support from Town Council for Project Coordinator. There is currently money for Ruth's post which is thought to be ring-fenced for NP support, Thea to consider what support she will need in both short and long term & discuss with Tatianna and Helen and report back to Tony/Jacqi (Town Council Personnel team)</p> | NA | |

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| Winsland House | <p>PR had met with David Mitchell (Totso) and Jeff Bishop (Place) to discuss this site which is outside the NP boundary but impacts on Totnes.</p> <p>The meeting took the view that no decision on the principle of development on this site should be taken at this stage of the NP process.</p> | Set up Housing Task Group | CW, RA, CB – before next SG meeting |
| Brownfield Sites | <p>PB discussed his note on Land Use and a request for funding an initial assessment of the sites put forward. Many of these sites posed considerable problems particularly where they were operational sites and therefore not currently available. It was for this reason he was suggesting an appraisal at this early stage as to their possible viability. However the consensus of the meeting was that it was premature to undertake this assessment and that this should be considered by the Housing Task Group once it was set up.</p> <p>Action: A Housing Task Group needs to be set up as a priority.</p> <p>FN emphasised importance of working with landowners early on. Housing Task Group to ensure this happens at an early state.</p> | Task group to consider | |

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| <p>Coordinator Report/Action Planning</p> <p>Website</p> | <p>The group offered Thea comments on the new website.</p> <p>Thea to use information analysed by Chris Balchs student (Gabriel) on website including the word clouds and visual charts and graphs.</p> <p>You-tube videos were thought to be a useful addition to the site.</p> | <p>Action: TP to get information from Tatianna</p> <p>Action: Steering Group asked to send in accessible video links to Thea</p> <p>Action: Any other comments, feedback or ideas to be submitted to Thea by Wednesday 25th March – All SG</p> | |
| <p>Coordinator Report/Action Planning</p> <p>Evidence gathering</p> | <p>Peter said census should be on evidence list Tony says Buckfastleigh have had help from Schumacher - students are helping them. Jacqui announced that there is a meeting at 25th of March where students will be talking about what they have been doing with Buckfastleigh.</p> | <p>Action: Thea to find out time and attend</p> | |
| <p>Coordinator Report/Action Planning</p> <p>Task groups</p> | <p>Open Space, sports and leisure: It was agreed that open space, sports and leisure could also incorporate community facilities, health and care.</p> <p>Economy Task Group: FN to be temporary lead for Economy Task Group, starting with Blueprint</p> | <p>Action: Frances to approach CTT network and invite members to join task group.</p> <p>Action: Tony to arrange initial meeting</p> <p>FN to set meeting and invite members</p> | |

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| | <p>Community engagement task group: This is best placed as a practical group to help deliver engagement strategy set up by Coordinator and Steering Group. Thea to set this up once strategy is finalised.</p> <p>Issue of how to use existing groups (such as Totnes on the Move and Town Team) as task groups. There are potential problems with the fact the groups are already established and have opinions and projects formed around particular issues. Thea to explore this further and think through ways to mitigate risks of using established groups.</p> <p>➤ Environment task group – no lead currently identified</p> | <p>TP to set up to deliver tasks once strategy is formed</p> <p>TP to continue discussion with Steering Group and Town Council and also seek advice from Locality</p> | |
| | <p>Quarterly, task groups are open and present Visioning event Task group clinics Shows constant community engagement</p> | | |
| <p>Coordinator Report/Action Planning</p> <p>Communications</p> | <p>Thea to send finalised communication plan to Steering Group Thea to meet with Tony to discuss 'Totnes Matters' articles</p> | <p>TP send comms plan prior to next SG meeting</p> <p>TP to meet Tony asap to discuss Totnes Matters</p> | |
| <p>Date of next meeting</p> | <p>April 15th</p> | | |

