

Action Minutes of Totnes Neighbourhood Plan Steering Group May 18th Totnes Guild Hall, 7pm – 9pm

Present - Vaughn Barclay, **(VB)**, Tony Whitty, **(TW)**, Peter Rees, **(PR)**, Frances Northrop, Jacqui Hodgson **(JH)**, Ian Franklin **(IF)**, Mary Coughlan-Clarke **(MC)**, Graham Swiss **(GS)**

Apologies – Chris Balch, Rosie Adams, Carol Wellwood

Chair – Thea Platt

Task/Issues	Detail
Minutes of last meeting	Approved & all actions completed
Matters Arising	Action: TP to contact Charles Fox in relation to character assessments
Task Groups	<ul style="list-style-type: none"> • Task Group leads (Frances & Peter) updated group on progress • Action: Task Group leads to ensure they have gathered initial evidence by the end of June in order to prepare it for presentation at July event. • Action: Thea to meet Tony re community infrastructure task group • Action: Thea to keep SG informed about the potential of Schumacher students to lead on project looking at One Planet Living principles and BREAAAM Communities as cross cutting themes.
Administrational assistant	<ul style="list-style-type: none"> • The Steering Group agreed that the role of Neighbourhood Plan Assistant should be advertised by the Town Council
Community engagement & fundraising	<ul style="list-style-type: none"> • Thea announced £7,199 of the £8000 from Locality had been awarded July 18th is the proposed date for the event which would be held at the Mansion (School room) • Action: Thea proposed a meeting should be held to plan for this event asap – Thea to send out doodle to all SG • Thea to look into the following funding streams: DCH; Santander (Totnes); Sainsbury's; Co-op (Totnes); English Heritage; Princes Trust; Lloyds – more money needed for the second half of the project • Thea to look into attending other events in addition to those presented: Rotherfold events, Follaton Cinema events, Shady Garden • Thea to send out community data base and key contacts to SG and ask them to make additions and mark who they can reach and how – to be sent when completed – w/c June 1st

<p>Coordinator update & project Plan</p>	<p>Thea reported back from Coordinator Report and project plan</p> <p>Actions:</p> <ul style="list-style-type: none"> • Current projected adoption date for Neighbourhood Plan is June 29th, 2015 • Thea reported that Chris Balch is putting her in touch with a conflict resolution facilitator – Action: Thea to investigate building this into the project • Thea reported back that she is working with Chris to put together a brief for who can help us set an assessment framework for SEA so we can carry this out for ourselves. Thea/Chris/Frances to liaise on this • Thea to create an organisational chart so the roles of groups/individuals are clear (meeting) • Thea to start work on project risk assessment with support from Mary • Graham Swiss to keep SG informed about timeframes of Our Plan and when drafts are likely to be completed. SG to keep discussing how/when to feed pieces of the report back to SHDC to inform ‘Our Plan’ • Thea to send out list of Steering Group & Task Group lead meetings for next six months to all
<p>Date of next meeting</p>	<p>June 17, 7pm</p>