

**Action Minutes from November meeting
Totnes Neighbourhood Plan Steering Group
Totnes Guildhall, 7pm - 9pm**

Present - Peter Rees, Frances Northrop, Chris Balch, Thea Platt, Robert Vint, Mary Coughlan-Clarke, Lindsay Garner, Jacqui Hodgson, Tony Whitty

Apologies – Teresa Lakeman

Chair - Paul Bennett

Task/Issues	Detail
Minutes of last meeting & matters arising	None
Sites	<p>Process, protocol, roles and responsibilities were discussed. The following was agreed on:</p> <ul style="list-style-type: none"> • Sites is a cross-cutting issue that should involve all task group leads/Steering Group members • A meeting will be held in early/mid-December to decide upon the terms of reference for this group and set priorities. Action: Thea to coordinate this. Thea to ask Helen G to send out a doodle poll to the Steering Group. • Public engagement around sites should be an open process where people are able to apply their local knowledge of/views on sites. We will therefore not be looking at specific sites until we have carried out this engagement. • The Steering Group agreed that it had no mandate to make any direct response to planning applications until an agreed draft of the Neighbourhood Plan was at consultation stage. It was suggested that if the Steering Group unanimously shared a concern about a planning application in relation the NP, recommendations could be sent to the Town Council in the hope they may take them into consideration. These recommendations would need to be agreed by the full Steering Group.
Budget	<ul style="list-style-type: none"> • The Town Council have requested a definite project end date and clear budget for 2016. They have asked for the budget to be drafted by Thursday 26th February. Action: Thea to work on this with Helen and send a draft to the Steering group before sending to Rosie as the Head of Planning • Helen and Rosie suggested that the Steering Group look into recruiting expertise to help pull together all of the evidence and write the plan. Action: Thea to discuss further with Helen and cost this out.

Task/Issues	Detail
November workshops/Task group update	<ul style="list-style-type: none"> • Thea will send out the workshop format and details of each activity to the Steering Group in w/c November 20th. Action: Thea to liaise with each group individually on the details • Thea to send out business survey analysis
AOB	<ul style="list-style-type: none"> • Robert reported back on letter/conversation with DCC • Action Robert: Letter to be written to DCC to invite them to our SG & NPP network
Date of next meeting	December 15th 2016