

## Action Minutes of Totnes Neighbourhood Plan Steering Group Wednesday 21 October, Totnes Guildhall, 7pm - 9pm

**Present** - Tony Whitty, Frances Northrop, Peter Rees, Robert Vint, Ian Franklin, Chantelle Norton, Mary Coughlan-Clarke, Jacqi Hodgson, Teresa Lakeman, Lindsay Garner, Andy Garner, John Green, Graham Swiss, John Baulch, Thea Platt, Helen Gilhespy, Patricia and Jacob (Schumacher)

**Apologies** - Chris Balch

**Chair** - Paul Bennett

Task/Issues	Detail
<b>Minutes of last meeting and matters arising</b>	<ul style="list-style-type: none"> <li>• Approved</li> <li>• No general matters of note</li> </ul>
<b>Welcome and introductions</b>	<ul style="list-style-type: none"> <li>• Paul welcomed three new Steering Group members - Lindsay &amp; Andy Garner (Chamber of Commerce ) and Teresa Lakeman (KEVICC)</li> <li>• Three guests were also welcomed - John Green, South Hams District Councillor &amp; Patricia and Jacob, MA students from Schumacher College.</li> </ul>
<b>Coordinator update (general)</b>	<ul style="list-style-type: none"> <li>• Thea reported back from Coordinator Report paper. See Coordinators report for more details.</li> </ul>
<b>Sites</b>	<ul style="list-style-type: none"> <li>• John Baulch (Group Director - Lacey Hickie &amp; Caley Ltd) attended the meeting to present his findings on sites considered for development within the town for either housing or other non-residential uses (e.g. employment or community facilities).</li> <li>• The following information and key factors need to be evaluated: <ol style="list-style-type: none"> <li>1. Site area (hectares and acres)</li> <li>2. Ownership (if known) and current use</li> <li>3. Key Site Features (such as steep topography, prominent frontage, existing mature trees etc)</li> <li>4. Major constraints (such as whether the site is within a flood zone and constraints imposed by adjoining buildings and maintaining their amenity)</li> <li>5. Key opportunities (such as regeneration of unsightly sites with new mixed housing, employment studios, new public space</li> </ol> </li> </ul>

Task/Issues	Detail
<p><b>Sites (cont.)</b></p>	<p>6. Potential uses e.g. mixed housing (open market and affordable, employment and community facilities)</p> <p>7. Potential development capacity (a range of gross floor space or numbers of dwellings)</p> <p>8. Supporting Planning Policy and community feedback on sites to date</p> <p>9. Potential deliverability ranging from short term to long term / difficult. Review of sites in terms of political and financial viability and graded into short / medium / long term opportunity / not viable</p> <ul style="list-style-type: none"> <li>• A very initial review of the sites noted below (please refer to attached site plans doc for further detail) has been undertaken by a sub group including (Paul Bennett, Ian Franklin, Chris Balch and John Baulch) but this initial analysis needs to be taken forward and to include other key stakeholders with knowledge and suitable expertise</li> <li>• Certain of the sites are in the flood zone and so not generally suitable for housing. <ul style="list-style-type: none"> <li>- Follaton House and grounds</li> <li>- Longmarsh car park</li> <li>- Boat Storage area between the two blue industrial buildings on Steamer Quay</li> <li>- North Street car park</li> <li>- Central car park sites</li> <li>- St Katherines Way car park</li> <li>- Borough Park car park (not the Leatside surgery end)</li> <li>- Market Square (Greenlife building and rear service yard)</li> <li>- Police Station and Magistrates Court site and adjoining field (latter site already allocated)</li> </ul> </li> <li>• A public transport and parking strategy (including a viable network of cycling and pedestrian routes, alternative car parking on the edge of town to reduce traffic on Station Road) is needed to bring forward many sites in the town centre</li> <li>• Other sites should also be considered such as sites with large garage blocks, the Lower School at KEVICC and others</li> </ul> <p style="text-align: center;"><b>*****End of John's presentation*****</b></p> <ul style="list-style-type: none"> <li>• It was also felt that other members of the Steering Group should in-put into the work carried out by the 'sites' group</li> <li>• <b>Action:</b> Thea to ensure an open exploration of sites takes place at the public workshop</li> </ul>

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<b>Sites (cont.)</b>	<ul style="list-style-type: none"> <li>• Frances &amp; Jacqi raised the issue of ensuring the process of identifying sites is led by the public enabling us to utilise the local knowledge and understanding of the town</li> <li>• In response to John’s suggesting of using car parks as potential new sites, Graham Swiss indicated that any loss of car parking space in the centre of town will have a significant impact on businesses and shops in town</li> <li>• Ownership of the sites and ownership intention is key</li> <li>• It is challenging as one thing will always impact on another and identifying priorities is difficult</li> <li>• Teresa updated the group on the ideas that are in the pipeline regarding the KEVVIC sites. The updates included: <ul style="list-style-type: none"> <li>○ The governing body has decided to put a hold on any development of the lower field site</li> <li>○ The sheep field site is an allocated site under the Totnes site allocations development plan document. The SG discussed how the site shouldn’t be developed as a single site as there is other land in same area (although it is split amongst at least 5 different land owners - including KEVVIC, the police, DCC, Coco’s nursery and the Magistrates Court - SG agreed a master plan should be prepared for this area although this would be difficult</li> <li>○ The college have moved off the Elmhirst site (currently being used by The Grove School) however in the future the college would like to provide new sports facilities on the Elmhirst site</li> </ul> </li> <li>• Thea stressed how the NP is an opportunity to address the importance of coherence of any new development and be part of the master plan and suggested there could be a broader working group to work through this in more detail</li> <li>• Jacqi suggested we need to also focus on infill sites such as garages that might be underutilised and also reiterated house boats – we need to think creatively.</li> </ul>
<b>November workshop</b>	<ul style="list-style-type: none"> <li>• The next Neighbourhood Planning workshop will be held on November 28<sup>th</sup> between 10am-12.30pm</li> <li>• Thea presented her outline event plan to the group who approved it. This will be discussed in detail at the next task group lead meeting on 3 November</li> <li>• Task Group leads will need to have information ready for the workshop by November 16<sup>th</sup> so it can be passed onto the facilitator</li> <li>• The workshop briefing will go out with the Steering Group minutes</li> </ul>

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<p><b>Task Group Lead update</b></p>	<p><b>Transport update (Peter):</b></p> <ul style="list-style-type: none"> <li>• This Task Group have produced a paper on the options on A385 corridor – considering everything from a bypass to more cycle routes</li> <li>• Further discussion with the DCC – who said there is no money at all for a bypass and so this solution isn't in the pipeline</li> <li>• Peter to concentrate on what the NP could influence (i.e traffic calming)</li> <li>• It was discussed and agree that Robert should make an invitation to the DCC (Highways) or suggest a representative from DCC to come along to the next NP Planners Networking Forum event (invite to go out on behalf of the South Hams Council and Totnes NP)</li> <li>• <b>Action:</b> Robert to draft invite and share with Paul</li> </ul> <p><b>Public Open spaces update (Tony)</b></p> <ul style="list-style-type: none"> <li>• Tony has developed a survey for users of the Totnes Pavilion</li> <li>• Robert (student) is producing a document identifying the South Hams approach to the green space around Totnes</li> <li>• Jacqi questioned or not there were any studies on biodiversity and also whether the river side area suggests there is a master plan with the industrial estate</li> </ul> <p><b>Economy update (Frances):</b></p> <ul style="list-style-type: none"> <li>• Andy is now working with Frances in the Economy Task Group</li> <li>• The business survey will be going out to local business eminently</li> <li>• It was noted that absent landlords in Totnes (High Street) are a problem as they will accept the trustworthy tenants who will pay the rent (i.e. Charity shops!)</li> <li>• Geovey update - there will be an application to enable people to comment on how the land around their home is used</li> <li>• Geovey will also be able to help with the issue of identifying who the land owners of possible development sites are</li> <li>• The Market Square survey results are in and they contain some valuable information which can be used in the NHP</li> <li>• Graham Swiss commented on the Babbage Road industrial estate as a potential site for houses, stressing that there is likely to be a clash of interests between residents and businesses (noise from businesses on the industrial estate is not conducive to being so close to homes)</li> </ul> <p><b>Environment update (Thea):</b></p> <ul style="list-style-type: none"> <li>• This group is growing and now has 8 members</li> <li>• The group are gathering base-line evidence for the following areas: Landscape, biodiversity, air and water quality, land-use, renewable energy and food.</li> </ul>

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<p><b>Task Group Lead update (cont.)</b></p>	<p><b>Housing (Thea on behalf of this Task Group):</b></p> <ul style="list-style-type: none"> <li>• The Housing Task Group have met recently and are busy working on progressing the housing topic paper</li> </ul> <p><b>Culture and Heritage (Ian):</b></p> <ul style="list-style-type: none"> <li>• Have been busy formulating how all the evidence and information will come together for the November event and the final plan</li> <li>• This group is pulling together the findings of previous surveys undertaken by local cultural trusts and societies and the main themes from these surveys will be drawn out and used for the NHP</li> </ul>
<p><b>Questions to Graham Swiss from the Steering Group</b></p>	<p><b>Q:</b> Paul asked how far ahead are South Hams with their plan?</p> <p><b>A:</b> Graham replied that they need to sort out wider issues around housing and assess housing needs all around the South Hams and that there are highly complex issues to sort out and that as a result of this, the timetable has slipped. Staff cuts and lack of resource has also had an impact. Graham said the local plan could be in examination period this time next year but even this deadline is fairly challenging</p> <p><b>Q:</b> If there were any areas of conflict between the Totnes NP and the SHDC plan, would the evidence gathered for the NP be viewed as superior to that of the local plan?</p> <p><b>A:</b> Graham reminded us that the NP must be compliant with the local plan</p>
<p><b>Date of next meeting</b></p>	<ul style="list-style-type: none"> <li>• The next meeting will be held on <b>18 November</b></li> </ul>