

## Action Minutes of Totnes Neighbourhood Plan Steering Group Wednesday 16 September, Totnes Guildhall, 7pm - 9pm

**Present** - Peter Rees, Robert Vint, Ian Franklin, Chantelle Norton, Mary Coughlan-Clarke, Jacqi Hodgson, Robert Baddley (Plymouth student), Thea Platt, Helen Gilhespy

**Apologies** - Chris Balch, Tony Whitty, Frances Northrop

**Chair** - Paul Bennett

Task/Issues	Detail
<p><b>Minutes of last meeting and matters arising</b></p>	<ul style="list-style-type: none"> <li>• Nothing to note</li> </ul>
<p><b>Coordinator update (general)</b></p>	<ul style="list-style-type: none"> <li>• Communications - 14 articles to date have appeared in the local press around the Totnes neighbourhood</li> <li>• A media log has been started</li> <li>• The communications plan and media schedule has been designed to tie in the upcoming stories around the neighbourhood plan that are in the pipeline over the coming months</li> <li>• The project plan has been recently updated to integrate the communications plan</li> <li>• The housing needs survey results will be available in the next week and Mary is happy to help in translating the data into digestible information</li> <li>• Three or four Schumacher students will be assisting on the project</li> <li>• Thea has recently met with a copy editor to start working on the design of the neighbourhood plan</li> <li>• An approximate investment of £2,000 - £3,000</li> <li>• No money is currently in the budget for the production of the plan and fundraising is needed</li> <li>• The South Hams council design team are now specialising in supporting towns in producing their neighbourhood plans</li> <li>• The Bridgetown fun day survey results need analysing (Robert to assist if required)</li> <li>• The South Hams Neighbourhood Plan Network Event is happening on Saturday 1 October. A representative from the Locality Forum may attend and Jacqi will chair the event</li> <li>• In relation to this event, Jacqi suggested sharing useful ideas in a more visual way</li> <li>• Thea welcomes any feedback from the SG on the agenda items for the South Hams NHP Network Event</li> <li>• Cakes from The Kitchen Table will be available on the night</li> </ul>

Task/Issues	Detail
<b>Coordinator update (cont...)</b>	<ul style="list-style-type: none"> <li>• Thea is going to look into Totnes' eligibility up to £25,000 worth of funding from Locality</li> <li>• Paul stated that he believed Totnes TC is the only TC (of which he is aware) that has not made a substantial contribution to its NP</li> <li>• Jacqi is holding a priority setting meeting on Thursday 24 Sept and she feels that fundraising for the NHP will be supported</li> <li>• <b>Action:</b> Jacqi to raise the question of funding with the TC in the next TC meeting</li> <li>• <b>Action:</b> Jacqi and Robert to put forward the case for provision to be made in next year's precept</li> <li>• The Community Groups list is near completion and will be circulated for final comments following a cross check with a similar list from TTT</li> <li>• Priorities for the next month are: <ul style="list-style-type: none"> <li>○ Analysing the Housing Needs Survey results</li> <li>○ Supporting Task Groups</li> <li>○ Supporting the new student placements</li> </ul> </li> </ul>
<b>Task Group Lead update</b>	<ul style="list-style-type: none"> <li>• <b>Action all Task Group Leads: Topic Papers due for submission by date of next Steering Group Meeting, 16 October.</b></li> </ul> <p><b>Transport update (Peter):</b></p> <ul style="list-style-type: none"> <li>• Peter has unearthed some very relevant research that the Atmos Project has undertaken that could be used for the neighbourhood plan</li> <li>• Peter highlighted plans for a footpath to link Weirfields and the KEVICC sports field to the train station via the land earmarked for parking at the southernmost end of the Atmos site. This fills a very important gap in connectivity for the station and existing and any new development planned for the SW corridor along Ashburton Rd. Its omission would be a serious oversight as it would assist school children and rail users. Initially it would be for pedestrian and cycle use</li> <li>• Peter outlined transport figures based on the A385 from the last 10 years and how it has fluctuated over the years</li> </ul> <p><b>Economy update (Thea on behalf of Frances):</b></p> <ul style="list-style-type: none"> <li>• The business survey has been written up with the help of volunteers</li> <li>• Chantelle queried if the Chamber of Commerce would be a good body to get involved in the business survey and it was discussed whether or not the Chamber was an active association</li> </ul> <p><b>Culture &amp; heritage update (Ian):</b></p> <ul style="list-style-type: none"> <li>• A brainstorm took place with the Town team (who are leading this Task Group) around all the issues and a comprehensive list of the issues around Culture &amp; Heritage has been formulated (to be circulated)</li> <li>• Peter felt the tourist angle needed to be integrated into the plan</li> <li>• Helen Nathanson to co-lead this group from a management and planning perspective with Ben as the other co-leader</li> <li>• <b>Action:</b> Ian to send Helen G the information and Helen to try and reorder it into a more reader friendly format</li> </ul>

Task/Issues	Detail
<b>Task Group Lead update (cont...)</b>	<b>Environment update (Thea):</b> <ul style="list-style-type: none"> <li>• A meeting was held where the One Planet Living model was considered as a framework for the Totnes plan - it was felt sustainability should be a topic considered by all the Task Groups</li> <li>• Jacqi added that this group should focus on the resource management (water, waste and energy production)</li> </ul>
<b>Engagement and evidence gathering (stakeholders, topic papers and workshops)</b>	<ul style="list-style-type: none"> <li>• All Task Groups are producing Topic Papers that will be used to engage people by tying together all the evidence collected thus far</li> <li>• The workshop planned for the 12 October will be too early and the Steering Group agreed holding the workshop on a Saturday in early November instead</li> <li>• This workshop will run from approximately 10am - 12.30pm</li> <li>• <b>Action:</b> Helen to check venue availability for the next public workshop at the Civic Hall / Methodist Church Hall as a venue for the 7<sup>th</sup> or 14<sup>th</sup> November (<i>post meeting note: Civic Hall fully booked on both dates, Methodist Church Hall currently available on both dates</i>)</li> <li>• <b>Action:</b> Thea and Mary to set a date to meet to discuss slippage within the project plan and planning for contingency and what happens in July if the project is still ongoing</li> <li>• <b>Action:</b> Paul to talk to Frances about Great Western about the Rail Users survey Network Rail and Ian suggested talking to Kirsten Durie - a Development Officer at Network Rail in Bristol</li> <li>• The workshop will be facilitated by Planning for Real and each Task Group would lead a discussion</li> <li>• The desired outcome of the networking event would be to draft the objectives and an overall vision for the plan</li> <li>• It was suggested that the Totnes Cinema may be a good venue for the networking event (<b>Action: Ian to send contact details of the cinema management to Thea</b>)</li> <li>• Stakeholder Analysis has been undertaken by Mary and Thea and shows the varying levels of influence each group has and at which level each group should be engaged (there are three levels of engagement)</li> <li>• Thea requested feedback from the Steering Group on the positioning of the stakeholders on the Stakeholder Analysis data sheet</li> </ul>
<b>Sites (update from John Baulch Meeting)</b>	<ul style="list-style-type: none"> <li>• A meeting took place on 9 September between John Baulch, Paul, Chris and Ian to assess possible development sites</li> <li>• A number of sites were identified including Follaton SHDC office, the Magistrates Court, public car parks and various other central areas</li> <li>• Follaton House will be difficult as the South Hams council will not want to move and so for it to happen a proposal (professional developer to assist in this if it happens) would need to be put forward</li> </ul>

Task/Issues	Detail
<b>Sites (cont...)</b>	<ul style="list-style-type: none"> <li>• The KEVICC site was also looked at as a site</li> <li>• The central area car parks will be looked at and work already undertaken by Plymouth students will be circulated (<b>Action:</b> Chris to circulate)</li> <li>• Market Square needs to be looked at in more detail (Dave Chapman is working on a proposal for the Market Square)</li> <li>• John Baulch (urban designer) will give his own time (foc) and work on the site map. John's office expenses will need to be reimbursed</li> <li>• Jacqi mentioned house boats should be on the agenda as an alternative type affordable residential accommodation</li> </ul>
<b>Date of next meeting</b>	<ul style="list-style-type: none"> <li>• The next meeting will be held on <b>21 October</b></li> </ul>