

Action Minutes of Totnes Neighbourhood Plan Task Group Meeting Tuesday 3 November, Totnes Guildhall, 10.30am - 12.00pm

Present - Mary Popham, Frances Northrop, Tony Whitty, Peter Rees, Helen Nathanson, Mary Coughlan-Clarke, Thea Platt, Helen Gilhespy, Schumacher students

Chair - Paul Bennett

Task/Issues	Detail
<p>Review of actions from last meeting</p>	<ul style="list-style-type: none"> • Action: Thea to do word press training, etc - this will now be planned in following the workshop
<p>November workshop planning discussions</p>	<ul style="list-style-type: none"> • Thea recapped on the proposed structure and themes of the event and ran through the draft workshop outline • It was suggested that an 'open space' session format be followed • Publicity will continue up until the event • Action: (Helen) to add workshop as an event to NP Facebook page <p style="text-align: center;">Discussion on what each group will be pulling together for the event:</p> <p>Culture and Heritage</p> <ul style="list-style-type: none"> • The team are going to use information drawn from recent projects that have been undertaken around town and have identified seven key points • Heritage will be interlinked with culture • The display will centre around a map & images to include buildings and open spaces that are used for cultural activities. Participants will be able to interact with this. <p>Transport</p> <ul style="list-style-type: none"> • Using the town transport strategy as the base document but need to build more of a story around the strategy • The team are preparing a number of papers around the main issues to tackle - sustainable transport, A385 corridor, air quality management • Thea made the point that the appetite for better / more cycle paths and footpaths should be included as it was a priority from the public event • A connectivity map will be displayed and people will be asked to show how they get around the town and where improvements need to be made • Potential for Totnes of the Move project ideas to be presented • Tony, Chantelle, Mary, Thea and Peter to meet for further discussion • Peter circulated a first draft of the vision which will be available for people to comment on at the workshop • Rail users survey has not been completed so will not form part of the workshop

Task/Issues	Detail
<p>November workshop planning discussions (cont.)</p>	<p>Economy:</p> <ul style="list-style-type: none"> • Frances will draw content for the workshop from the business survey findings, employment maps and ‘who owns the high-street’ data as well as ATMOS consultation (in terms of smaller workspaces & retail diversity) • Action Helen: book projector and screen at CIVIC Hall in order to project google-earth map of Totnes (specifically industrial estate) • The issues we already know about will also form part of the vision, for example that people want to have smaller workspaces and support for starting new businesses • Schumacher students to assist with making economy an accessible topic for members of the public to comment on <p>Housing & sites</p> <ul style="list-style-type: none"> • It was agreed that we should not be proposing specific sites at a public event at this stage as the Steering Group should be following a transparent process involving the whole community in discussions around sites in the line with the Neighbourhood Plan process. • Frances, Mary, Helen and Thea requested that any meetings on sites be open meetings for the whole Steering Group as requested at the October Steering Group meeting. Frances emphasised that it’s not appropriate for the Neighbourhood Plan to be looking at specific sites at this stage in the process prior to genuine public consultation. Mary Popham requested that the Housing Task Group also be invited to these meetings. Action: Paul to send out the date of the meeting to the Steering Group and Mary Popham. • It was therefore agreed that we should have a blank map of Totnes where people could use their local knowledge to map potential development sites. The information from this activity could then be used to inform a future event specifically on sites. The map would be accompanied by other information to help guide people, e.g., housing needs survey results. • The issue of a response to a planning application 56/2221/15/0 sent to the Development Manager at South Hams District Council by Paul was raised. Frances and Helen expressed concern that the full Steering Group were not consulted with on this issue or copied into the letter, though Tony, Chris and Ian were consulted with. Subsequent discussions following the meeting have resulted in the suggestion that the process for responding to applications be discussed at the next Steering Group meeting • Chris has been pulling together base line information and the team now needs to find a way of presenting the information in a digestible way - more work is needed on this pre-event • Another layer of findings from the housing needs survey has been drawn out of the results and these will also be outlined at the workshop

	<p>Public open spaces:</p> <ul style="list-style-type: none">• To include a map & images of public open space where people can map quality and usage.• The public open spaces electronic survey (looking at quality and usage of the open space) will be up and running and people will be able to complete it during the event which should initiate discussion• Ramblers Association feedback on footpaths around the town will also be used• Tony is attending a meeting at the SHDC about the expenditure of 106 monies - and the workshop will be used to inform people as to the outcome of this meeting• Policies will be based around South Hams green infrastructure policy• Responses from all river users to be collated• Future development of KEVVIC and Tadpool regarding the sports provision around Totnes will impact on the outcome of the KEVVIC site <p>Next steps</p> <ul style="list-style-type: none">• Task Group Leads to draft a vision for 10 November (absolute deadline being the 16 November)• Thea suggested a short meeting before the workshop suggested Tuesday 17 November at 10.30am
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