

## Action Minutes of Totnes Neighbourhood Plan Task Group Meeting Tuesday 6 October, Totnes Guildhall, 10.30am - 12.00pm

**Present** - Tony Whitty, Peter Rees, Chantelle Norton, Helen Nathanson, Mary Coughlan-Clarke, Thea Platt, Helen Gilhespy

**Apologies** - Chris Balch, Frances Northrop

**Chair** - Paul Bennett

Task/Issues	Detail
<p><b>Review of actions from last meeting</b></p>	<ul style="list-style-type: none"> <li>• <b>Action:</b> Thea to create a collective place where all data sources can be added and therefore made available to all and set up a mini word-press training session so people can then update the website</li> </ul>
<p><b>Report back from Task Groups Leads (including next steps)</b></p>	<p><b>Economy Task Group update (Thea on behalf of Frances):</b></p> <ul style="list-style-type: none"> <li>• The question of whether the SHDC has a list of Totnes businesses was raised. <b>Action:</b> Thea to contact Graham Swiss to ask about this</li> <li>• Chantelle suggested the Totnes Pound organisation may be useful in helping get hold of a list of businesses</li> <li>• Frances met with Geovey who are doing work on mapping all the employment sites around town.</li> </ul> <p><b>Further Economy Task Group update from Frances (post meeting):</b></p> <ul style="list-style-type: none"> <li>• <b>Geovey:</b> Dave has been in touch to say he finally has access to the Land Registry to get the data we need for mapping employment space across the town, including business type. The visual data and an analysis of the results will be available at the November NP event</li> <li>• <b>Business Survey:</b> This has been drafted and is out for some soft testing amongst sympathetic business owners. Thea and I will be finalising the survey based on that feedback this Thursday and then will be sending it out and promoting via our networks and those of others</li> <li>• <b>Rail Survey:</b> I have made contact with Rail Future who support Rail Users Groups across the country. They do not have a proven methodology for undertaking user surveys but have agreed to ask their members if they do. This will take considerable resource in the form of volunteers at the station and inputting some responses into survey monkey manually so needs discussion with the transport group</li> <li>• <b>High Street Audit:</b> We now have the ownership data from the Land Registry on High Street and Fore Street properties and this is in the process of being analysed.</li> </ul> <p><b>Transport Task Group update (Peter):</b></p> <ul style="list-style-type: none"> <li>• The Traffic Forum discussed the results of the public event</li> <li>• Traffic statistics were discussed. Traffic across the bridge on Station Road has been flat lining since 2005 and statistics show no change on the West side of town but there has been a huge increase on the Bridgetown side</li> </ul>

Task/Issues	Detail
<p><b>Report back from Task Groups Leads (cont..)</b></p>	<p><b>Transport Task Group update (cont..):</b></p> <ul style="list-style-type: none"> <li>• Issue for the traffic problem on A385 is that a specific solutions to the problem is needed but Peter suspects the DCC would block any suggestion that would block the flow of traffic</li> <li>• One of the problems is that the SHDC is also unsure what to do to solve this problem but Peter stressed that the traffic issues are fundamental to all future development in Totnes</li> <li>• Mary made the point that even if our developments stood still we would still be experiencing all the traffic issues because of the geographical position Totnes occupies</li> <li>• Thea made the point that the policy on traffic in the NHP will read more like a wish list than policy unless a clear solution can be found and that these issues may be largely out of the control of the Neighbourhood Plan</li> <li>• The evidence gathered from the public event shows that there is a need to create more cycle paths and walkways in and around town and this is an area which the NP has more influence over and will need to be fed into the transport part of the NHP as further cycle/walk ways might ease local traffic. There is less we can do about the traffic that comes through town (non local traffic)</li> <li>• Mary made the point that the air quality statistics might force the DCC into doing something about the traffic issue</li> <li>• Chantelle suggested that the Economy business survey should include explicit questions (posed to business owners in town) on the way they perceive the traffic issues in Totnes</li> <li>• Tony said we need to use what evidence we already have (an existing traffic &amp; transport policy) and build on this to start writing the NHP</li> <li>• Totnes on the Move has previously done a survey on traffic and transport so some of the evidence can be found there</li> <li>• Frances and Peter have a rail users survey in the pipeline</li> <li>• The viability of a (short and easy to complete) questionnaire for local taxi drivers was brought up and it was agreed this would be useful and could be done in conjunction with the rail users survey. Thea suggested a separate meeting to discuss how to approach surveys.</li> </ul> <p><b>Public open spaces Task Group update (Tony):</b></p> <ul style="list-style-type: none"> <li>• Tony is focusing on the Ramblers Association in relation to the work on the footpaths</li> <li>• Tony is in contact with representative from the Canoe Club, the Boating Association, Rowing Club and the Sea scouts and together they will look at the sports and leisure side of how the river should be used</li> <li>• Tony to develop a questionnaire to be used at the Pavilions (for Pavilion users)</li> </ul> <p><b>Culture and Heritage (Helen):</b></p> <ul style="list-style-type: none"> <li>• The group have now reached a stage where they have mapped out what they think needs to happen</li> <li>• They are pulling together the findings of previous surveys undertaken by local cultural trusts and societies (including the Shady Gardens Project, Rotherfold and Leechwell Garden) and the main themes from these</li> </ul>

	surveys will be drawn out and used for the NHP
Task/Issues	Detail
<b>Report back from Task Groups Leads including next steps (cont...)</b>	<p><b>Culture and Heritage (cont..):</b></p> <ul style="list-style-type: none"> <li>• The evidence already gathered will be used in the next public event in order to direct more specific ideas from the public</li> <li>• The issue of seagulls dominates this area but more inspirational evidence and themes are needed!</li> </ul> <p><b>Housing update (Thea on behalf of Chris):</b></p> <ul style="list-style-type: none"> <li>• Housing Needs Survey data will be ready to share at the next Steering Group Meeting</li> <li>• Further progress is required for this group</li> </ul>
<b>Analysis of evidence gathered so far and next steps in evidence gathering</b>	<ul style="list-style-type: none"> <li>• Thea presented her brief for the next stage of evidence analysis</li> <li>• The next stage will be collecting all of the new evidence and then once this has happened each group will then produce a two sided fact sheet where all of the evidence is amalgamated. At the next Task Group meeting all the evidence can then be considered in a more holistic way</li> <li>• Mary added that this approach is intended to give people a stock take of what has come in and what is still to come in so that each of the Task Groups have access to all the evidence they need</li> <li>• <b>Action:</b> Thea and Mary to come up with a format for the fact sheets - which will present the findings and any new questions that people will be asked</li> </ul>
<b>November workshops</b>	<ul style="list-style-type: none"> <li>• Everyone agreed the previous date suggested (Nov 7) was too early</li> <li>• Saturday 28 November was the preferred alternative date with the back up of Monday 23 November (evening)</li> <li>• <b>Action:</b> Thea to confirm availability with facilitator from Planning for Real</li> <li>• <b>Action:</b> Helen to look into venue options for 28 November / 23 November</li> </ul>
<b>AOB</b>	<ul style="list-style-type: none"> <li>• Thea informed the group that the workshops with KEVICC students are happening next Monday</li> <li>• The students will be presenting their own ideas from 2.20pm if anyone wishes to go along and listen</li> <li>• Mary had a great suggestion on how the students work could be used / displayed at the next public event to enhance the event</li> <li>• Tony brought up the opportunity of working with other NHP groups in the South Hams in order to address issues that the NHP will address thoroughly</li> </ul>
<b>Date of next meeting</b>	<ul style="list-style-type: none"> <li>• The next meeting will be held on <b>Tuesday 3 November at 10.30am</b></li> </ul>

