

## Action Minutes of Totnes Neighbourhood Plan Task Group Meeting Tuesday 1 September, Totnes Guildhall, 10.30am – 12.00pm

**Present** - Tony Whitty, Peter Rees, Frances Northrop, Thea Platt, Helen Gilhespy

**Apologies** - Chris Balch, Chantelle Norton

**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 send a reminder to the Steering Group requesting biographical details to be used on the website</li> <li>• <b>Action:</b> Peter to copy in the Steering Group on his communications to DCC regarding the proposed development of the land near his home and stated his conflict of interest</li> <li>• Chantelle has emailed out the draft plan to Steering Group</li> <li>• <b>Action:</b> Paul to start writing about local planning policies</li> </ul>
<p><b>Report back from Task Groups Leads including next steps</b></p>	<p><b>Economy update (Frances):</b></p> <ul style="list-style-type: none"> <li>• Frances is working on a business survey intended to be sent out in autumn</li> <li>• Peter enquired as to whether the comments are available from when South Hams consulted on the SHLAA (are these published?) <b>Action:</b> Thea to ask Graham Swiss if he can provide published results</li> <li>• There is to be a meeting with Tim Crabtree from Schumacher College in the next few weeks to discuss whether Schumacher students from the economics course can be brought on board to help work with the economy task group. <b>Action:</b> Thea to give Frances meeting date</li> <li>• Frances had a successful meeting with Geovey who are going to provide a valuable resource (<i>please see separate section and liaise with Thea</i>)</li> </ul>

Task/Issues	Detail
<p><b>Report back from Task Groups Leads including next steps continued</b></p>	<p><b>Transport update (Peter):</b></p> <ul style="list-style-type: none"> <li>• <b>Action:</b> Tony and Peter to meet about a strategy document which needs to be reworked to reflect the neighbourhood plan</li> <li>• A draft of the main issues needs reworking</li> <li>• Mike Jones has provided a few comments on transport statistics (i.e. the growth of traffic on St Katherine's Way)</li> <li>• Frances mentioned the possibility of carrying out a survey for rail users and that the Totnes Railway Users Group (TRUG) could be a resource around this initiative but unfortunately there is no capacity within TRUG</li> <li>• Frances suggested that such a survey could however, be a suitable project for a student</li> <li>• In relation to this, Thea suggested using another Plymouth Student</li> <li>• <b>Action:</b> Peter to do some internet research as to whether similar surveys have been done elsewhere and to look at the content and methodologies of such surveys</li> <li>• <b>Action:</b> Frances to also research possible methodology for the survey</li> </ul>
<p><b>Report back from Task Groups Leads including next steps (cont)</b></p>	<p><b>Public open spaces update (Tony):</b></p> <ul style="list-style-type: none"> <li>• DCC and the Ramblers Society can provide very little feedback on how the footpaths were managed in Totnes and there is no record of money being spent</li> <li>• Jackie Fern is the person in the Ramblers Society who is responsible for walking the footpaths as a means of managing their maintenance</li> <li>• Peter is trying to get more of a grasp on what work they are doing</li> <li>• The Ramblers Society were gifted with 100K for footpaths they are starting to survey and are looking for a route from Totnes to Stoke Gabriel (by extending the Long Marsh footpath) and once a route has been agreed on internally then permission will be sought from landowners</li> <li>• Peter suggested to the Ramblers Society that they invest part of this sum into the Stoke Gabriel route and part of it into producing route maps of Totnes and surrounding parishes</li> <li>• <b>Action:</b> Tony is going to work on the open spaces paper using Chris' draft topic paper</li> <li>• <b>Action:</b> Tony to survey other leisure facilities including the Totnes Pavilion as well as the rugby, tennis and bowling clubs</li> <li>• <b>Action:</b> Thea to liaise with Tony re potential student placement</li> </ul>

Task/Issues	Detail
<p><b>Stakeholders analysis, communications and next steps for engagement</b></p>	<ul style="list-style-type: none"> <li>• Thea updated the group that the stakeholder analysis has been started</li> <li>• Thea created a basic table whereby the groups have been categorised in terms of their level of influence and impact</li> <li>• <b>Action:</b> Further input from others required on the existing list of those who are heavily involved in the plan. <b>Comments by the end of the week</b></li> <li>• Thea has put together the beginnings of a communications analysis which will feed into the overall communications plan</li> <li>• Peter suggested the Harberton and Berry Pomeroy neighbourhood plan orgs should be added to the list of consultees</li> <li>• Paul reaffirmed that all the local political parties should be included to the list of consultees</li> <li>• <b>Action:</b> Everyone to think if there are any other local organisations missing from the list and to email Thea with any additions. <b>Comments by the end of the week</b></li> <li>• Paul suggested sending out a document containing the basic information to all organisations asking whether they are interested in engaging with the neighbourhood plan. If they are then further information should be tailored to their individual needs. <b>Action:</b> Further discussion needed at Steering Group</li> <li>• <b>Action:</b> Thea wants group to think about who we will be reaching out to in preparation for October workshop. Tony suggested using our key contacts and asking them to cascade it (the forthcoming workshop) down to their contacts</li> <li>• Monday 12 October (evening) for the next community based workshop</li> <li>• Ben Piper is part of the Culture and Heritage Task Group and should be invited to the next Task Group Meeting. <b>Action:</b> Thea to notify him of meeting date</li> <li>• Towns Women’s Guild to be added to the list of consultees</li> </ul>
<p><b>Documenting our evidence base</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</li> <li>• <b>Action:</b> People to send to Thea any useful documentation or sources that have been drawn from to date to start this process</li> <li>• Thea then suggested people update the log and website for themselves (using Word Press). <b>Action:</b> Thea to set up mini word-press training</li> </ul>

Task/Issues	Detail
<p><b>Geovey and other resources / support available to the Totnes Neighbourhood Plan</b></p>	<p><b>Geovey update (Frances):</b></p> <ul style="list-style-type: none"> <li>• Frances met with her contact from Geovey who are excited about working with Totnes</li> <li>• Geovey have access to all the land data across the country. They can also map specific areas such as opportunity sites, economic areas (industrial estates, etc) and these maps can be included in the final plan</li> <li>• Geovey are happy to work with Totnes as a pilot for one of their new products</li> <li>• The product they are currently trialling will be a useful tool and something that can be used on Facebook - where a specific area of town is put online to enable people to comment on what improvements could be made</li> <li>• The findings of this could then be used in the formal consultation of the draft plan</li> <li>• Geovey would then plan to use this tool again elsewhere around the country for other neighbourhood plans</li> <li>• <b>Action:</b> Frances to put her Geovey contact in touch with Thea and Paul</li> </ul> <p><b>Other support:</b></p> <ul style="list-style-type: none"> <li>• Thea has a potential resource who may be happy to help work with Totnes to support on the overall plan at a later stage</li> </ul>
<p><b>Date of next meeting</b></p>	<ul style="list-style-type: none"> <li>• The next meeting will be held on <b>Tuesday 6 October at 10.30am</b></li> <li>• Teresa Lakeman (KEVICC) to join the SG</li> </ul>