

## **Minutes Steering Group Meeting 12<sup>th</sup> January 2022**

The Steering Group met in-person in the splendidly restored Tavistock Guildhall, Robing Room. A big thank you to Richard Rundell, Guildhall Centre Manager, who stayed on late, to look after us. The AV worked – so a big thank you also to the ‘Zoomers’, the participants from our community, who joined in and gave such useful contributions, noted below. The ‘hybrid’ meeting with online forum is not our first choice and we hope to *all* meet in person next month.

If you have any feedback about how the January meeting went, please contact us at [tavistockplan@gmail.com](mailto:tavistockplan@gmail.com)

The meeting commenced at 6.00pm

### **Steering Group attendees**

Ursula Mann, Chair and Cllr

James Ellis, Cllr

Andy Hutton, Cllr

Stuart Honey

Janna Sanders

Sue Spackman

### **Apologies**

Karen Nolan

### **Fifteen Zoom attendees**

## **1. Review of project plan and approved budget.**

The plan has been presented by Devon Communities Together (DCT) to the Town Council for approval. Budget and a high-level project plan has been put together with quite a tight timeline. We want to get the survey out to the public by mid-February. The survey would be completed six to eight weeks later. DCT will then do the analysis and evaluation of the process.

We will be looking for volunteers to deliver the paper format of the surveys. In addition, there will be presentations to various public events in the community where the survey would need to be done in groups/face to face, e.g., to assist people with disabilities. The timing for this will be put together by DCT. We already have had interest from people to volunteer to deliver to the survey to every household in Tavistock.

The only thing that might delay any of these activities is any future Covid restrictions. Andy Hutton: emphasise the need for care in doing face to face because of any issues over Covid.

The aim is to have the report ready by May. This will put us in a good position to have the budget and the plan ready for the next stage in September, which is the budget round for application for grants for 2023.

DCT will benchmark our survey response and details with publicly available data for the borough and county.

## **2. Discussion: Initial questionnaire feedback from TTC, WDBC, DCT and SG members discussion.**

Generally favourable feedback with a few points to consider. Feedback so far from TTC and WDBC consultant. Still awaiting feedback from DCT.

Transport issues: Duncan Smith consultant for WDBC says it is important to outline at the outset, the limits of the Neighbourhood Plan with regards to transport. It is very important to provide explanation before the questions setting out that issues such as parking charges,

walking to school, bus provision, traffic management cannot be addressed in the plan. This must be exceedingly clear so as not to 'shoot ourselves in the foot' by not managing expectations later.

Local business questions: can be added within the survey rather than separate survey at this time.

James Ellis: concern at length of preamble we must include – will this could be a turn off, particularly with younger respondents. Ursula Mann has been in touch with JW from Street Pastors who is happy to provide feedback to assist in reaching out to younger people. Idea of QR code on business card to download survey being considered an option. This is being suggested to DCT as an option as well as handing out paper survey in the street.

The look and design of the survey will be important to make this easily readable and 'palatable' when respondents receive this.

There will be plenty of space for open answers and we will check to see that a partially completed survey can be used. It must be made clear that the survey will be accepted no matter how incomplete, as any answers are valuable.

DCT point out that hard to reach sections of the community can be reached by volunteers with specific marketing material and information to encourage participation: at the library, football club, rugby club and cricket club, TASS (for those perhaps not online) etc. Design alone, will not make people answer the survey.

TTC added there must be space to invite anyone wishing to get involved with the TNDP to contact us.

Once we get feedback from DCT the survey questionnaire will again be sent out to the forum for comment.

**Anyone wishing to trial the survey please sign up at [tavistockplan@gmail.com](mailto:tavistockplan@gmail.com)**

### **3. Update on schools video/presentation**

James Ellis: short video has been made to show as part of virtual presentation to Tavistock College, Mount Kelly College and the Youth Café about the TNDP. These will be arranged in the next few days. It is hoped to have a meeting in person soon with those young adults who are showing an interest in TNDP

### **4. Presentation of maps prepared by volunteer RM**

Volunteer RM has expertly produced a series of local maps including: details of main roads through the town; parish boundaries; built up areas. Below is one of the maps which we will be using. In addition, RM has compiled contact details of town clerk and council leaders for each of the adjacent parishes and whether they have a neighbourhood plan or not. RM is happy to produce any detailed overlay maps we might need in the future – thank you!



## **5. Identify locations for drop off/ collection of survey.**

Suggested places include Tavistock Times office; Visitor Information Centre Guildhall; Whitchurch Post Office; places used by the Lions for Christmas cards; drop off points at primary and secondary schools; sent direct to the school years aged over 16 who are doing the survey; make sure the outer parts of the parish are covered; golf club and pubs.

Cllr Debo Sellis has a locality budget she may be able to assist us with if postage is needed.

## **6. Identify locations, dates for public engagement around survey.**

This topic was not discussed at the meeting as we are awaiting the detailed plan due shortly from DCT

## **7. Locations for March, April, May meetings.**

NR: Tavistock College - hall offered - good for social distancing if needed

JH: offered library for meeting

**If you have an idea for a venue contact Andy Hutton: [andrew.hutton@tavistock.gov.uk](mailto:andrew.hutton@tavistock.gov.uk)**

Local businesses and licensed premises for a convivial sociable atmosphere would be good suggestions.

## **8. Engagement setup (design, etc)**

Sue Spackman: will meet with volunteer TE who has a strong design background and will work with us on design ideas for banners, tabletop presentations etc.

Ursula to send contact details of DCT marketing team to Sue for support and ideas

Cllr Debo Sellis: Financial support for portable roadshows may be available from locality budget.

With no further questions and comments from Zoom attendees,  
meeting adjourned at 6.45pm.

**Next meeting February 9th 2022 - venue to be advised**