

**TNDP Steering Group Meeting  
Public Forum  
Whitchurch Community Hall**

**Minutes**

Time: March 9, 2022 06:00 PM

**Steering Group Members**

**Present**

Ursula Mann, Chair and Cllr  
Andy Hutton, Cllr  
Sue Spackman  
Stuart Honey (secretary)

**Apologies**

James Ellis, Cllr  
Karen Nolan  
Janna Sanders

**Public Attendees:** 19, 10 of whom for the first time.

Ursula gave introduction and recap of who we are and what the TNDP is all about.

**Minute of Silence for Ukraine**

**Welcome and sharing of new consultation resources**

The business cards with QR code, link and contact details were distributed to the attendees

**Finance update:**

Presentation and official approval of expenses for the consultation and survey.  
(Steering Group)

Budget:

£1000 for miscellaneous: £643.05 of budget has been spent on exhibition and tabletop display kit, business cards, leaflets and the prize draw.

£1500.00 for survey delivery: A5 booklets (printed locally) £680 spent

£2500 for website: website development £115.06 – consensus is we can do adequately with this – plus social media presence on Facebook, Instagram and Twitter

Expenses were unanimously approved

**Survey launch with Town Crier Monday 14<sup>th</sup> 4pm VIC, - postponed**

The announcement by the Town Crier has been postponed to a Saturday when TNDP is promoted in Bedford Square (due to testing positive for Covid19)

All other activity to get the survey out on time will proceed as scheduled.

## **Press Launch**

### ***Tavistock Times Gazette***

Articles two weeks running – March 10 and March 17 including publishing of QR code and web link

Enthusiastic support by the paper that recognises the importance of this project

### ***Tavy Links***

QR code link and article will be published for the April/May edition

Other press releases will be sent out to local magazines and papers including ***Moorlander***

## **The Survey**

**We will monitor the responses as we receive them**

**Our goal 30% completion rate of eligible responders**

Online or on paper – opportunity for anyone over 16 to participate

A reminder, the more people who respond, the more impactful will be the evidence gathered to be put forward for recommendations of the joint local plans.

We will monitor the response rate over the survey period which will be around 8 weeks – 2 May 2022. If things are not going so well with response rates or a particular demographic, we can do some focused targeting from the information given by DCT, who are collecting and collating the data, to ensure a good response.

### **Survey delivery**

Will be hand delivered to 6100 households to save postage expense.

N.B, multiple residents per household can fill out their own survey

Over 40 volunteers have signed up overseen by volunteer Steve Hipsej and SG member Andy Hutton using their Tavistock Lions know how

### **Collection box drop off and pick up**

VIC, Library, Whitchurch Post Office

### **Promoting the survey in public**

We are setting up a calendar for events and places where volunteers can sign up to promote the survey. We will be using the table top display and roll up banner in a number of places.

**When not being used the set up will be permanently displayed in the entrance hall of the Public Library.** Volunteers can collect and return the display to the library after they have used it for their presentation

## **Greater Engagement**

By June we want to be in a position to widen the number of steering group members. We can have a maximum of 14 people - looking for people who can bring their knowledge, skills and know-how such as in planning, statistics, environment etc. and a greater (younger!) age range.

The meeting at adjourned at 6.50pm

Next Meeting: April 13, 2022, 6:00 PM Location TBD