

Minutes Tavistock NDP Steering Group meeting
Wednesday 17th May 2023
Tavistock Council Chamber

Steering Group members attending

Ursula Mann, Chair & Cllr
Pete Squire Cllr
Trevor Munro Cllr
Stuart Honey, Secretary
Steve Stolliday, Finance Coordinator
Dr Sharon Gedye (SFHEA)
Kit Harbottle
Sue Spackman

Other Attendee

Wayne Southall, General Manager, Tavistock Town Council

Apologies

Julu Irvine Cllr
Janna Sanders, BID Manager
Ian Wright

1/ Review of Previous Minutes 23rd April 2023

Approved

2/ Steering Group Member changes

As a result of the recent local election, Phil Peers will no longer be one of the councillor representatives and has decided to stand down from the SG. We thank him for his support during his time on the group.

We are delighted to welcome two new councillor representatives: Julu Irvine and Trevor Munro. Both have attended TNDP public meeting events and are very enthusiastic about the development of the plan.

3/ Grant Wrap up Report

£5,000 that was not spent was returned to Locality – we can apply for the money again for the next financial year. Grant online application process is not yet open, but UM will apply as soon it does. We should be eligible for the £5,000 and an additional £8,000.

For now, any billable work for Stuart Todd will be paid for, using funds allocated to us from Tavistock Town Council.

ACTION: UM to apply for grants when available.

4/ Housing Needs Analysis Final Report

Report commissioned will be placed on the website and will be highlighted in an updated newsletter to be sent out shortly. Details will also be sent to local media (e.g. Tavistock Times Gazette) as well on social media to ensure wider public coverage.

ACTION: **UM** to approach TTG/update website

5/ Report regarding meeting with WDBC NDP officer, Graham Swiss

New NDP officer with long experience working in WDBC. A useful contact and resource moving forward. Meeting outlined various officers who can work on topics.

ACTION: **UM** to update evidence gathering contact list (8) and **ALL** to contact appropriate officers as needed.

6/ Topic Leads consultation with PM, Stuart Todd

As previously circulated via email, **SG, KH, IW**, to have 30-60 minute consultation with PM to discuss design of consultation around evidence and identified areas within their topics to consult on. Conversations to be arranged prior to next meeting.

Discussed timeline for consultation being important in order to feed into JLP review and that not every item needs to be in the NDP as the plan can be amended/reviewed every 5 years.

ACTION: **SG, KH, IW, SS, UM** to prepare a report outlining requirements for consultation prior to meeting on June 7th.

7/ Wayne Southall, General Manager, Tavistock Town Council

We are delighted to welcome Wayne to the next few meetings. He will be on hand to assist in providing advice to SG on matters pertaining to any part of the plan involving Council owned properties. Wayne will interact directly with individual SG member topic leads as needed. He asks for week starting 29th May as a time to book 30-60 minutes phone conversation to have a discussion on the topics.

ACTION: **SG, KH, TM/IW, SS**

8/ Updates/evidence gathering requests from topic leads

Requests for input from local residents on a range of topics – e.g. ‘images of favourite views to be protected’; ‘worthwhile buildings/structures to be registered’; green spaces; overlay mapping – will be placed on website and referred to in newsletter, social media and local media articles.

ACTION: **TOPIC LEADS** – Provide **UM** with materials for Website/social media campaign. **UM** to upload to website. **JI** and **TM** to be added to social media links to assist with campaigns.

9/ Evidence gathering contact list

A reminder that every individual/organisation you have an interaction/meeting with when evidence gathering, should be added to the contact list on Dropbox. We need to demonstrate this as part of our process when developing the plan. If you are engaging with individuals, confirm to them as part of GDPR that their details are being added to the list, purely for internal use and will not be shared publicly. This would be useful for SG work, to avoid duplication of effort.

ACTION: **ALL** to update contact list

9/ Next SG Meeting

June 7th 6:30pm, Town Council Chamber

No AOB, meeting adjourned at 7.30pm