

Minutes Tavistock NDP Steering Group meeting

Wednesday, September 6th, 2023, 6.30pm

Church Lane, Tavistock

Steering Group members attending

Ursula Mann, Chair & Cllr
Stuart Honey, Secretary
Dr Sharon Gedye (SFHEA)
Sue Spackman
Ian Wright

Apologies

Kit Harbottle
Julu Irvine Cllr
Gemma Loving
Trevor Munro Cllr
Janna Sanders, BID Manager
Pete Squire Cllr

1/ Review of Meeting Minutes 17th July 2023

Approved

2/ Finance Report

Locality grant received and allocated for Stuart Todd consultancy work (Plan Drafting, creating documents for initial consultation in-line with project plan.)

Spend in the summer was for website hosting/wordpress and for DCT housing stories project as per previous minutes. Housing stories project made available with match funding from Devon Communities Together (DCT).

Request for updated spend to TTC Finance officer ahead of October meeting.

Discussion of repurposing funds from consultation for the production of Drone photos of protected views and heritage sites. Quote being sought for this work by local photographer drone operator. Possibly seek match funding and shared use from BID or THT or other organisations.

ACTION: UM to submit updated budget and quote for Steering Group to consider.

3/ Technical Assistance Update

DCT: as well as grant support will be assisting in devising and conducting the residents housing interviews through the autumn. The project managers will be in Tavistock on September 19th conducting interviews at Tavistock Library and presenting information to Town Councillors about the project ahead of the Town Council meeting.

AECOM <https://aecom.com/uk/> : Technical assistance approved. After initial consultation there will be a site visit to Tavistock – date to be confirmed in the autumn. Steering group members will be invited to attend.

4/ Chair's report, UM – NDP Summer 2023 Activities and Meetings

- Updates sent to TTC DML committee regarding expenses etc.
- Reconfirmed date of STA attendance at November meeting.
- Submitted and received the Locality Grant to pay the costs of our planning consultant in drafting the plan.
- Scoping meeting with Locality regarding technical assistance grant for housing design guide.
 - Application has been successful. Sample reports circulated to those steering group members who attended the meeting.
 - SG members produced ideas and scope of possible narrow design guide focused on delivering sustainability and connected development.
 - Further meeting, including a site visit with consultants to be scheduled.
- Meeting with DCT regarding the 'Housing Stories' Project.
 - Social media push and 6 possible interviewees identified.
 - September 19th town and pre-council meeting scheduled to further identify stories/interviewees.
- Green Spaces Designation:
 - Held meeting with TTC representatives to discuss Green Space designation.
 - Held meeting with WDBC NDP officer regarding Green Space designation and identifying land owners.
- Landscape Views:
 - Online consultation via social media.
 - Meeting with aerial photographer regarding view documentation.
- Allotments:
 - Contacted Tavistock Allotment group to get data regarding usage, area, mapping and need.
 - Contacted all surrounding parishes to document offers/details outside the parish.
- Cemetery Need:
 - TTC officers contacted to produce evidence base to document need for additional cemetery land in the parish.
- Flooding:
 - West Country Rivers Trust meeting regarding Whitchurch area.
 - SS attended later event in August – co-advertised with NDP.
 - Additional questions raised regarding Bannawell area flooding and landowner interventions on council property.
 - Connected WCRT with TTC officers to discuss possible interventions on council owned properties.
- Active Travel:
 - Meeting with Cycle/Walking infrastructure consultants to discuss projects.

- Business:
 - Met with Economy lead for WDBC to discuss Town frontage and business land need in parish.
 - Meeting arranged with Commercial Estate agent with data questions raised to document need.
 - WDBC economy team (officers) engaged to look at future need/forward planning.
- Community Resources
 - Social media push alongside TaviSkate for skate park.

5/ Business, JS/UM

- Chris Shears, Head of Economy and Place (South Hams and WDBC) will be undertaking a full economic profile of Tavistock that will greatly assist planning for the NDP
- Simon Powell, Tavistock Commercial Property agent and consultant is assisting in identifying the types of business units likely to be needed – as part of evidence gathering.
- Town Frontage overlay will be added to Parish Online map

ACTION: UM/JS circulate as JPG

6/ Community Facilities, IW

- All community facilities sites placed on Parish Maps (courtesy of Sharon).
- Meeting with Youth Café leadership to confirm positioning of skate park facility within the plan and agree an approach to garnering evidence via an online survey conducted by Taviskate.
- Draft online survey prepared to gather data from the community on the significance of community facilities, levels of participation and opinion on preferences for future development.

ACTION: UM to send draft survey for approval of Graham Swiss NDP Officer WDBC

Future activities

- Review and agree survey, determining distribution and communication approach.
- Determine how best to engage with the leadership of sports clubs, churches and social organisations to gather input relevant to Community Facilities policy and actions and agree timescales.

7/Green Space, SG

- I met with Ian Wright and Kit Harbottle on separate occasions. I was able to assist Ian with Parish Online but with both Kit and Ian we were able to discuss overlaps between designation of Local Green Space and other areas of the plan.
- I finished screening the Local Green Spaces in order that the list/mapped spaces could be put forward for establishing land ownership.

- I took part in the meeting with the Westcountry Rivers Trust to examine issues of flooding and river management and discussions of opportunities the neighbourhood plan has to contribute to this.
- I met with Lesley from TTC to show her around Parish Online.
- I took part in the online meetings to discuss the potential of design codes and how/what we might want from this for our plan.
- I have made contact with Alex Mettler with regard the Tavistock Conservation Area Character Appraisal to find out if there are any issues with us adopting and referring to this in our plan. Notes will be assessed and added to policy accordingly.

N.B Allotments will be added under Green Space purview.

What I need to do next:

- I spoke to Stuart Todd about producing a map that identifies environmental corridors (these may have multiple importance including wildlife corridors, flood management, shade management, access and recreation). I will progress this as a next step if it is still thought useful.
- We consulted on views/vistas and we also have some of these identified in the Tavistock Conservation Area Character Appraisal. These need to be combined and mapped.
- I need to revisit the contacts I have been given and pick up on people who I have not yet been in touch with.

8/ Heritage

Buildings/structures – list is being finalised. Not much input from local residents. List will be circulated to the steering group for comment before being shared with the wider community.

Historic England - Buildings and structures deemed worthy of renovation and/or maintenance is being compiled and then put forward to seek funding for this work.

Parish Online mapping will then worked on as part of public consultation later in the year.

NOTE: UM commenting on the work of both Sue and Sharon in compiling list of buildings and structures of interest and green spaces in private ownership – SG contact to be attempted with owners/landowners in every instance to ensure a positive engagement and support before any list is made public.

9/ Housing, UM

See above 2/ 3/ on funding for housing needs interviews of local residents as part of evidence gathering.

10/ Transport and Connectivity, KH

Conducted stakeholder interview call with Phil Townsend Devon County Council, Principal Highways Development Management Officer (West Devon and Dartmoor National Park). Full details of the meeting are in Dropbox. Key takeaway is that DCC has little involvement in the workings of the NDP.

PT explained that the Devon CC capacity for engaging with Neighbourhood Plans is limited: they no longer have a dedicated officer to do this, and Highways staff have a lot of other priorities. He has been involved in highways aspects of planning for decades, seeing significant changes in what they are able to do.

He explained that while a statutory consultee on all planning applications, the decision rests with the district as the planning authority – county cannot direct. Allocation of sites for development is done through the Joint Local Plan – again county is consultee but districts make final choice. He is responsible for the highway authority's responses arising from planning application consultations and new road adoptions, covering West Devon and Dartmoor National Park. Material response not limited to larger applications – gave example of a recent planning application on New Launceston Rd for 2 homes in a garden where highways asked for new footway to ensure safe pedestrian access.

11/ Next Steps for working on policy documents for each topic – by next meeting 4th October 2023

UM: Now is the time to start thinking about the 'final' language for drafting the policies– the 'intent' to be clear how you would like to see this set out.

NB: there is still time for evidence gathering. However, we need to now direct Stuart Todd to writing the policies.

12/ Next Steering Group Meeting

Wednesday October 4th 2023 Tavistock Town Council Chamber

No AOB

Meeting adjourned at 7.55pm