

Minutes Steering Group Meeting and Public Forum

Wednesday 9th February 2022

At Tavistock College

A big thank you to Nick Read and his colleagues from Tavistock College who hosted our first full in-person meeting of the year. As well as all steering group members in attendance, we were joined by 25 local community residents. All attendees enthusiastically volunteered their support assisting the steering group in the coming weeks, as highlighted below.

We are developing an image bank. If you have hi-res images of Tavistock - everything from the buildings, views of the town, street scenes, community activities and events, please can you email them to us. Images of local inhabitants, especially portraits, are welcome, but please ensure you have permission to use the images of the subjects first.

We are developing our social media presence and invite people to submit to our Facebook, Instagram and Twitter pages – search for @tavistockplan

Please address all correspondence to tavistockplan@gmail.com

Steering Group Attendees

Ursula Mann – chair & Cllr
Stuart Honey – secretary
James Ellis Cllr
Andy Hutton Cllr
Karen Nolan
Janna Sanders
Sue Spackman

1. Survey content

After several weeks of planning and with very productive feedback about the questions from a number of people in the community, the survey was sent to Devon Communities Together (DCT) and to the consultant Duncan Smith for review. The final version of the questionnaire should be ready by Monday 14th February 2022.

All the attendees plus others who have indicated interest will get an opportunity to review the questionnaire one more time – looking at the presentation, proof reading and any final tweaks before being sent to out to the wider community to be completed.

The survey is for the residents of Tavistock parish, in the first place. We are not going to prevent anyone from neighbouring districts/parishes participating. However, the focus is on the Tavistock residents as they will be eligible to vote in the referendum, based on the answers and the analysis of this and any subsequent surveys.

The questions focus on why you live in Tavistock, what you like most and what improvements would you like to see. Based on these questions we ask people to set out their own priorities and invite them to offer their own ideas in the spaces provided.

We will analyse the data to start building up a picture of the interests and wants of the residents in the parish.

We have reduced the number of questions to twelve so as not discourage participation.

A prize draw for participating in the survey is being considered. This could take the form of a Tavistock shopping gift card or donation from local retailer.

A survey will be printed for every household in the parish. We will be asking for volunteers to help hand deliver.

We can get leverage of the support of community groups, not only to spread the word about TNDP and the survey – but to deliver the survey to their members.

Action point – Ursula to contact Mount Kelly College who have expressed an interest in helping in any way they can in support of the aims of the TNDP

The launch date of the survey will be finalised over the next week and will be communicated then.

The survey can be delivered over a couple of weeks and will be available online.
The time available for the survey to be filled in will be 6 weeks duration.

DCT will be monitoring the turnout over the 6 weeks period and if we are short of responses from a particular demographic or locality, we can extend the time and carry out targeted campaigns to improve the participation, if necessary.

The physical survey will be returned by two options:

- Freepost - a quote is being finalised now where they will be sent to DCT for input and analysis
- Designated drop off points - Tavistock library; Whitchurch Post Office; Visitor Information Centre in Guildhall. These will then be gathered and sent to DCT.

There is a small marketing budget for online and social media activity undertaken by DCT
Online links will be put on Tavistock Town Council and West Devon Borough websites to promote the survey.

As part of the campaign to spread awareness of the survey, there will be business cards printed with QR codes linking to the survey, offered to 'ambassadors' to hand out to their neighbours and their community groups. The personal touch of multiple people talking to their small neighbourhood and community groups is an effective way to increase percentage participation.

All attendees at tonight's meeting agreed to test the online survey before it is sent out for completion.

2.Reports on schools/youth project

James Ellis: a short video was made to engage year 10-13 students at Tavistock College and Mount Kelly College as well as the Youth Café. The plan is to do pre-school assemblies. In addition, a time will be found to present to the Youth Café. The aim is also to get volunteers to get involved, including over 18 years old who would then be able to join the steering group. The minimum age to take part in the survey is 16. We will not exclude engaging younger age groups for more general activities around the neighbourhood plan.

3. Report on Design meeting

Sue Spackman: A small group has been set up to create design and image that will be used for the survey, any material to be used for presentations and attendance at public meetings and exhibitions. A small budget has been allocated for this.

This will include:

- designing the logo
- how the survey will look – size A4
- business cards with QR codes
- leaflets and posters available in public places such as library and Visitor Information Centre
- tabletop display stand of 4 panels – a flexible design enabling long use to promote the evolving development of the plan

We can engage local schools to help with designing posters.

Looking to get design and logo signed off by 21st February 2022

4. Report Joint Local Plan meeting

The joint neighbourhood plan can be viewed on the West Devon Council website.

The joint neighbourhood plan is up to date so we do not need to consider additional housing for our neighbourhood plan. There maybe consideration of additional housing planning if the survey and subsequent referendum in the community state this as a priority.

Because of the changing nature of Tavistock and the overall planning strategy, our neighbourhood plan being developed over the next two years, coincides with the review of the joint local plan in 2024 – an exciting opportunity for us feed in our priorities through our surveys and activities we will be undertaking from now. We are in the right place at the right time to have an impact with the data we will gain from our surveys. This opportunity has never been available for Tavistock before as an individual community and allows for data in the interim to influence decisions that affect us – e.g. flood planning, employment land.

5. Consultation events

The rest of the meeting was spent allocating volunteers as ‘ambassadors’ to local community groups and to set up stalls in public places every Saturday from March 5th – April 9th to promote the survey and the aims of the neighbourhood plan.

Examples of the local groups include the churches, sports clubs, WI, U3A, Lions, TASS etc

A central database for local community groups is being created with contacts and plans for street engagement over the next two months.

Next meeting 6.00pm 9th March 2022 - location to be confirmed

There was no AOB and the meeting adjourned at 7.10pm

