

AGENDA ITEM 7a

File Note of the Informal Meeting of the members of the Neighbourhood Development Plan Steering Group held on Monday 25th October, 2021 at the Council Chamber, Drake Road, Tavistock at 5.30pm.

Attending - Councillors J Ellis (JE), A Hutton (AH) and Mrs U Mann (UM) (Chairman)

Volunteers - K Nolan (KN) (Voluntary/Community Representative) and S Spackman (SS) (Heritage/History Representative), Assistant to the Town Clerk (ATTC)

An apology for absence had been received from J Sanders (Business/Commerce Representative)

Members considered the document detailing the Devon Communities Together Catalyst Service and received a verbal update from SS on the same. The document provided a 'Catalyst Menu of Services' DCT would be able to provide, with indicative costs for each Service.

During the discussion, particular reference was made to;

- that details of the age demographic for Tavistock had been requested from West Devon Borough Council (WDBC), but was still awaited;
- that the Group members would expect a DCT drafted questionnaire to be made specific to Tavistock which would require the re-writing of questions, where necessary;
- that questions included would need to cover all topics which might be of interest to the public;
- that DCT had advised that they only anticipated a 10% response rate to any questionnaire issued;
- that a Housing Needs Survey might be required if housing was identified as a major issue by the community;
- that a meeting with WDBC would be arranged once the questionnaire responses had been received and collated;
- the consensus of opinion in the discussion was that a proposal could be based on the following 3 areas from the 'Menu of Services';
 - No. 2 – Develop a project plan and budget for the Neighbourhood Development Plan – Price £350;
 - No. 4 – Neighbourhood Profile and Planning Background – Price £700;
 - No. 6 – Comprehensive Community Survey – Price £ 2,700

Members then proceeded to review arrangements for the public meeting to be held with the public scheduled at The Red & Black Club, Crowndale Road, Tavistock on Wednesday 10th November, 2021 at 5.30pm. This

was an open public meeting, with as many residents as possible encouraged to attend.

Members of the Steering Group were requested to arrive at The Red & Black Club as close to 5.00pm as possible.

- Topic and Goal – to identify potential volunteers to be involved in the drafting of the NDP;

Action Plan prior to the meeting;

What	By Whom	By When
The 44 people on the mailing list to be e-mailed inviting them to attend the meeting	UM	a.s.a.p.
OS Map (from WDBC) – the delivery of the Map to be followed up as not yet received	ATTC	26.10.2021
A press release to be drafted and forwarded to the local press	SS	28.10.2021
The social media site and NDP website to be updated accordingly	UM	As soon as above information received
Posters to be drafted, based on wording provided by SS at this meeting. These to identify the parameters of an NDP and what 'can' and 'can't be influenced by such a Plan	SS	28.10.2021
A meeting to be arranged and held with Jemma (Red &	AH/SS	01.11.2021

Black Club) to discuss arrangements and layout for the meeting		
The posters above to be printed and laminated	ATTC to arrange, once received	03.11.2021
Members of the SG were encouraged to advise contacts of the meeting, and encourage them to attend	All	03.11.2021
Expressions of Interest Form to be updated as discussed, and have GDPR Statement added	SS then KN	08.11.2021
Updated Expressions of Interest Form to be uploaded to the website	UM	10.11.2021
Itinerary for the meeting to be drafted, including an introduction explaining the purpose and the desired outcomes, as well as the Stages involved	UM	10.11.2021
Badges to be made for members of the Steering Group to make them easily identifiable to those attending the meeting. These to include; <ul style="list-style-type: none"> ➤ Name ➤ Logo ➤ Tavistock Plan 	KN/AH	10.11.2021

Stationery for the meeting to be sourced; <ul style="list-style-type: none"> • Pens • Pencils • Post-It Notes • Flipchart paper • Blu-Tack 	AH	10.11.2021
Sign-in sheet to be drafted to capture contact details of those attending the meeting	UM	10.11.2021

Arrangements during the meeting;

- Separate tables to be arranged, each staffed by one of the Steering Group. Each table to have a different question for the various groups to respond to;
- Expressions of Interest Forms to be available for interested parties to either complete at the time, or take away for completion at a later date

After the meeting;

- Those who had expressed an interest in joining the Group to be invited to provide a resume detailing their skills and experience, and why they want to be involved;
- From those appointed to the Group, to identify a Secretary and Finance Officer;
- Identify volunteers to distribute the questionnaires, once drafted;
- A rota to be drafted for volunteers to attend the Pannier Market explaining the NDP to members of the public, and encouraging interest for more volunteers, both one-off and those who could commit longer term