

**TAVISTOCK NEIGHBOURHOOD DEVELOPMENT PLAN
STEERING GROUP MEETING**

TAVISTOCK COUNCIL CHAMBER

Monday 27th June, 2022 5.30pm

MINUTES

Steering Group members attending

Ursula Mann, Chair and Cllr

James Ellis, Cllr

Pete Squire, Cllr

Janna Sanders

Stuart Honey, Secretary

Apologies

Sue Spackman

Community members attending

Ian Wright

Dr. Sharon Gedye (SFHEA)

Kit Harbottle

R.O. Martin

1/ Discussion around Draft Report

Review around the table of the survey report submitted by Victoria Grimburg, Project Manager, Devon Communities Together – two functions: deliver findings to the community; provide the steering group information to consider what to put in the plan, based on what the community answered in the survey.

Any detailed feedback was requested in writing to be sent to UM so that the final report can be compiled and published.

Affordable housing, renewable energy and transport are recurrent themes as answers to the questions on top priorities and concerns in the report.

Overall report is seen as being bright and readable but some reordering and greater emphasis of the findings should be made in places: the executive summary should be more prominent and 'punchy' at the front of the report – with the full breakdown towards the back of the document.

Full data and comments as part of the answers will be made available so that they can be used in the future by various working groups.

UM will ask DCT to see if there is a disparity in priorities based on age – there is a large percentage of retirees responding in the report, which emphasises concerns and priorities for the future of the town, who may have a different outlook – and maybe we need to separate into two sections; also the very large percentage of homeowners who responded – will this change the distribution of answers?

Another statistic to focus on: 25% of those who work, do so from home.

The section on the process of the neighbourhood plan can be put into an appendix.

Town introduction needs rewriting.

ACTION: UM to collate the feedback to send to SH to reorder and add the exec summary with a clear sense of what we want for the future of the town based on the responses; IW and JS to submit information for a rewritten overview of the town of Tavistock introduction to UM.

2/ Appointment of new steering group members

Looking to expand – invitation made to join the steering group - spread the word. Meeting roughly once a month for people interested and enthusiastic about the future of the town, there will always be a regular membership of councillors supported by ad hoc community membership. Decision making will be by full steering group member participation. Steering Group agreed to accept all applicants present at the meeting who submit volunteer agreements.

3/ Presentation regarding proposed appointment of new Planning/project manager

9 recommended planners were sent tender offers via Tavistock Town Clerk – only 2 responded. At previous SG meetings, it was discussed that we wanted a planner with strong project management expertise, around managing the process of the NDP. One of the two responses clearly indicated that project management would not be included. Therefore, Chair has been tasked with pursuing the tender of the PM role using required due diligence in coordination with the Town Council.

Our new neighbourhood liaison at West Devon Borough, Elliot Hales will assist us, as well in keeping on target with our plan (for free!).

ACTION: UM to work on the correct procedure to do the interview and hiring process, getting advice from WDBC planning who would have knowledge on planners and reasonable budget (e.g. what is a reasonable day rate)

4/ Locality contact: Housing Needs Assessment and Grant

<https://locality.org.uk/> is a nationwide charity offering support to local community organisations such as NDPs. They have a contract with the Government to give out grants to NDPs for various technical desk-based analysis including Housing Needs Assessment based on population and other criteria.

Since affordable housing was seen as a major priority in the survey it was agreed that **Locality** should be contacted.

This is free and has never been done for Tavistock – WDBC would do a borough wide one that would not reveal specific requirements of the town.

This will be an informational report based on data in the public domain – which could be fed into the wider borough housing needs in the next joint plan.

ACTION: Steering group agreed UM to take this project on.

5/ WDBC, proposed NDPSPG meeting with Alex Rehag, Senior Specialist, Affordable Housing July 13th 6:30pm

Alex Rehag to present case studies on affordable housing projects in the area that have been set up: South Hams, Chagford.

The next SG meeting will be July 13th 2022 at 6.30pm – Tavistock Town Council Chamber

The next public meeting will be held towards the end of July 2022, with the presentation of the survey results.

There was no AOB. The meeting adjourned at 6.35pm.

Stuart Honey – Secretary

