

Totnes Neighbourhood Plan

Statement of Consultation

September 2020

CONTENTS

INTRODUCTION

LEGISLATIVE FRAMEWORK

THE TOTNES NEIGHBOURHOOD PLAN

BACKGROUND TO THE NEIGHBOURHOOD PLAN GROUPS AND A SUMMARY OF THEIR OUTPUTS

STAGES OF CONSULTATION

SUMMARY OF THE TOPICS RAISED IN CONSULTATIONS

APPENDICES

Appendix A – Neighbourhood Plan Groups’ Terms of Reference

Appendix B – Consultation Letter and List of Statutory Bodies and Organisations Consulted on the Draft Plan

Appendix C – Response Report

Appendix D – Public Engagement Events Held in 2015 and 2016

SUMMARY

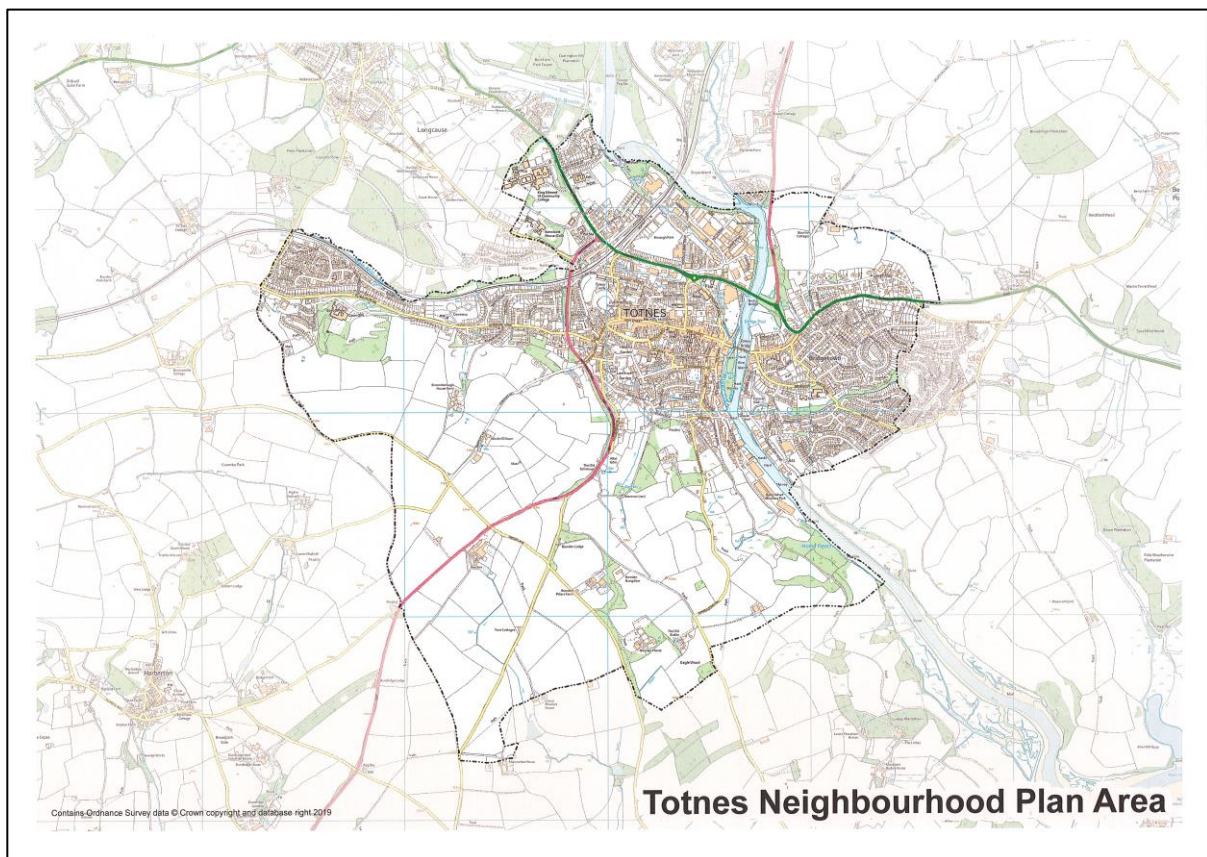
This consultation statement accompanies the Totnes Neighbourhood Plan at the point of its submission at Regulation 15 stage to South Hams District Council as the local planning authority.

It meets the requirements laid down in the Neighbourhood Planning (General) Regulations 2012 (herein referred to as “the Regulations”) and sets out:

- *details of the persons and bodies who were consulted about the plan;*
- *an explanation of how consultation was carried out;*
- *a summary of the main issues and concerns raised through the consultation; and*
- *a description of how those issues and concerns have been considered and addressed in the plan.*

INTRODUCTION

1. This statement sets out the way in which the consultation undertaken as part of the Totnes Neighbourhood Plan meets the requirements of the Regulations.
2. Totnes Town Council (TTC) is the qualifying body responsible for the preparation, consultation and submission of the neighbourhood plan. Much of the preparatory work has been undertaken by various groups comprising a mix of community representatives, town and district councillors in the form of the Housing and Built Environment Forum which became the Neighbourhood Plan Steering Group, the Neighbourhood Plan Task and Finish Group and most recently the Neighbourhood Plan Working Group. These groups have been assisted throughout the plan's development process by various sub-groups/focus groups, community engagement in public meetings and specific events, and planning consultants. The various neighbourhood plan groups' Terms of Reference are at Appendix A.
3. The Totnes Neighbourhood Plan area has been designated as the whole of the Totnes parish – see the map below.



4. This consultation statement demonstrates that there has been extensive community engagement throughout the process which has informed the community of the progress and content of the Neighbourhood Plan. The statement sets out the details of the events and the consultations held since the beginning of the process and lists the activities in which the local community has been involved. The statement also shows how the consultation programme has reached a wide spectrum of Totnes' population and how the majority of people supported the idea of a Neighbourhood Plan, the opportunities for change and the proposed developments it could bring.

LEGISLATIVE FRAMEWORK

5. Part 5, paragraph 15(1) of the Regulations sets out the requirement for the qualifying body (Totnes Town Council) to submit the plan to the local planning authority:

15(1) Where a qualifying body submits a plan proposal to the local planning authority, it must include:

- a. a map or statement which identifies the area to which the proposed neighbourhood development plan relates;*
- b. a consultation statement;*
- c. the proposed neighbourhood development plan; and*
- d. a statement explaining how the proposed neighbourhood development plan meets the requirements of paragraph 8 of Schedule 4B to the 1990 Act.*

This document fulfils requirement 15(1)b.

6. Section 15(2) of Part 5 of the Regulations sets out what a Consultation Statement should contain:

- (a) contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan;*
- (b) explains how they were consulted;*
- (c) summarises the main issues and concerns raised by the persons consulted;*
- (d) describes how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan.*

7. This statement meets those requirements, particularly in paragraphs 26-27 'Stages of Consultation' and Appendix B.

THE TOTNES NEIGHBOURHOOD PLAN

8. Totnes is a town with a population of approximately 8,000 comprising two wards – Totnes Town and Bridgetown. Totnes has a rich heritage shown in its buildings and lies at the lowest bridging point of the River Dart. The vision for Totnes set out in the proposed neighbourhood plan is:

- That as Totnes changes and develops over the coming decade its identity will not be lost;
- That it will continue to be a model of sustainability, innovation and creativity; and
- Becoming an even better place for residents of all ages, visitors and businesses.

9. The aims of the Totnes Neighbourhood Plan and throughout the consultation process were:

- To develop a plan that the whole community is happy with that will deliver positive development within the Totnes area and build on what makes it a desirable place to live.
- To create a plan that was fully informed by the views of local people and other stakeholders from the very start of the neighbourhood planning process.
- To raise local awareness of neighbourhood planning in terms of how it can be used and what it can deliver through sustainable development in this area.
- To engage with as wide a range of people from the local community as possible, employing a variety of events and communication methods.

- To ensure the findings of the consultation events were communicated to the community during the process and to encourage feedback on the findings so far to help steer the direction of the plan.
- To use the inputs gathered at all the consultation events to draft a neighbourhood plan and policies that best reflect the majority of views expressed.

10. As part of the process for identifying a vision and set of policies for Totnes, three overarching pillars were identified - Environment, Economy (including transport), and Community. The history and heritage associated with Totnes is important to residents and this has been confirmed during the consultation process and is addressed in the plan as well as in Appendix A which sets out the specific history and character of Totnes' four neighbourhoods. All outcomes and policies in the final plan tie into at least one of these three pillars, with cross cutting themes such as Health and Wellbeing being considered throughout.

BACKGROUND TO THE TOTNES NEIGHBOURHOOD PLAN GROUPS AND A SUMMARY OF THEIR OUTPUTS

11. The neighbourhood plan preparation process has been led by Totnes Town Council with decisions delegated to the various Neighbourhood Plan groups (known as the Steering Group between 2013 and autumn 2017, Task and Finish Group from autumn 2017 to April 2019, and Working Group from April 2019 onwards). Since work began these groups have been comprised of individuals from existing Totnes based organisations and societies including South Hams District Council, Housing and Built Environment Forum, Transition Town Totnes, the ATMOS Project, KEVICC, TOTSOC, Totnes on the Move, Chamber of Commerce and Bridgetown Alive. Totnes Town Council Councillors have been involved throughout.

12. The Neighbourhood Plan is included as a standing item at Totnes Town Council meetings, previously on the Planning Committee agenda and more recently on the Council Matters agenda. The minutes of Neighbourhood Plan Group's meetings are publicly available on the Neighbourhood Plan website found at www.totnesneighbourhoodplan.org or via a link on the Totnes Town Council website www.totnestowncouncil.gov.uk.

13. Work of the Housing and Built Environment Forum which became the Neighbourhood Plan Steering Group, 2011 to Autumn 2017. The Steering Group developed and drove a consultation strategy that aimed to engage with as wide a cross-section of Totnes' population as possible in order to obtain a true representation of the community's needs and hopes for Totnes particularly in the early stages of gathering evidence. In addition to residents being consulted, community groups, business owners and educational institutions were also made aware of the Totnes Neighbourhood Plan and how to put their ideas and opinions forward. Research was undertaken to obtain a comprehensive list of Totnes-based community groups (see Appendix B) who would be contacted before the key consultation events, encouraged to engage with the process and come forward with their thoughts and ideas.

14. The Steering Group established six Task Groups each heading up a topic that would form part of the final plan: housing; economy; public spaces and leisure; transport; culture and heritage; and environment. The Task Groups were comprised of members of the Steering Group and other volunteers from the community who have a variety of different skills and a commitment to the community. The Task Groups were a key means of compiling the evidence base, engaging with the local community on their topic, communicating and gauging opinion of the emerging policies and proposals around that topic. The Task Groups met monthly during 2015 and 2016 and made recommendations to the Steering Group for ratification where necessary. The outputs of these Task

Groups have provided important evidence in support of the proposed policies in the neighbourhood plan.

15. Initial Community Engagement - Early in the neighbourhood plan process a household survey was circulated and the results were used to develop public workshops by 'Planning for Real' who are national experts in participatory planning. The workshops focused on activities and discussions on the key themes of the plan which include where we live, how we get around, our public open spaces, our culture and heritage, our natural environment and how we make a living. The data from workshops, alongside previous data gathered was used to help shape the vision and objectives of the Neighbourhood Plan and local priorities.

16. The initial vision and objectives for the Totnes Neighbourhood Plan were identified in early 2016, with each Task Group outlining their vision for Totnes and underlying objectives. This exercise was also a means of identifying the underlying 'pillars' of the plan as a whole and was further refined and developed as the main pillars of Community, Environment and Economy. These three pillars were supported by the cross-cutting themes of Health and Wellbeing, Community Owned and Led, and Transport and Movement with the Vision and Objectives completed for Public Consultation in summer 2016.

17. The vision and objectives were subject to a re-consultation process with the community via public events in October/November 2016 to ensure the main aims and aspirations were adequately reflected and this enabled the drafting of the plan and policies to begin whilst ensuring that it enhanced not duplicated existing local and national policy. The delayed publication of the draft Joint Local Plan from October 2016 until March 2017, following a controversial draft giving proposed housing allocations, created significant community issues and communications with both the local council and adjoining parish councils. This delayed working on the full draft until spring 2017 as the neighbourhood plan must comply with the Local Plan.

18. The informal draft of the Totnes Neighbourhood Plan was published at the end of July 2017 and a six-week period of informal consultation commenced on 1st August 2017. Whilst no requirement to do so at this stage, it was judged that with the complexity of issues across the town it would be essential to have conversations at this stage and use the comments produced to further refine the draft plan. During this period, the informal draft was shared through leafleting homes in the town, local posters, a stand in the public library, social media, website and a two day public exhibition event requesting views. This consultation was extended for a further four weeks ending on 3rd November 2017 to ensure public comment concerning the future priorities for Steamer Quay were fully understood prior to developing the Final Draft Neighbourhood Plan. Much of this work has formed the basis of the current draft plan, and the comments provided during this consultation phase have been addressed in the revised draft plan.

19. Work of the Task and Finish Group, Autumn 2017 to April 2019. The Task and Finish Group was formed following the pre-submission public consultation in summer 2017. This followed a public meeting chaired by Totnes Town Council on 28th November 2017 where over 70 people attended and raised their concerns about development proposals going beyond those identified in the draft Joint Local Plan. From this expression of public discontent, it was clear that changes were required to some aspects of the plan as currently drafted.

20. As a result of this public meeting, nine sub-groups were formed to examine the draft narrative and policies, and to identify any requirements for new policies based on the comments received (both supportive and critical) as part of the public consultation. It was not the objective of the Task and Finish Group to re-write the draft plan but to amend it to reflect the views of the

community and statutory consultees. Membership of the Task and Finish Group comprised Totnes Town Council members, community group members, and business owners. The sub-groups were drawn from Task and Finish Group members as well as various members of the community and covered the following areas: Bridgetown/Steamer Quay; Green Spaces; Heritage; Health and Wellbeing; Adult Training and Education Sector; Transport and Car Parking; Business/Economy; Planning; Growing Spaces, sport and recreation.

21. The Task and Finish Group commissioned a Green Infrastructure Strategy to be compiled for Totnes (one of the evidence documents) and this along with the outputs of the sub-groups were used as an information base from which to amend the draft neighbourhood plan in 2019. All meetings of the Task and Finish Group were open to the public to attend, with the Totnes Neighbourhood Plan website and Facebook page being updated with meeting details.

22. Work of the Working Group, April 2019 onwards. Following a lull in activity with town council elections in early May 2019, the Working Group took over the Neighbourhood Plan in May 2019 with a focus on revising the draft plan of summer 2017 that would meet the requirements of the town and be likely to pass examination. Totnes Town Councillors and members of the community comprise this group, which has taken professional advice from planning consultants about the language, relevance and legality of the narrative and policies in the draft plan. The Working Group has taken the pre-consultation draft circulated in summer 2017, collated the outputs of the Task and Finish Group sub-groups, and cross-referenced with the summer 2017 consultation comments to amend the draft plan to reflect community views.

23. The Working Group has held public meetings on a monthly basis or more recently as required. At these meetings any proposed change to the language of the policies has been discussed and agreed before incorporation into the latest draft plan. The Working Group, along with inputs from the community, has put together the information required to support the locations identified as important to the community in the Local Green Spaces policy. The Totnes Neighbourhood Plan website has displayed meeting dates, agendas and minutes, and the Facebook page updated with meeting details to raise public awareness. For the local green spaces identified by the community of being of importance to them, all landowners identified in Appendix B were written to on 23rd October 2019 inviting their response or any objection to their inclusion as part of the consultation process.

24. The Working Group took the draft neighbourhood plan through the Regulation 14 public consultation between 16th November 2019 and 2nd January 2020. Information about the public consultation on the draft neighbourhood plan and details of the events were shared via: the Totnes Neighbourhood Plan website and information on the Totnes Town Council website; social media; posters in the community buses; an item in the Totnes Directory which goes to all homes in Totnes; and events held at different locations, times (day time and evening), and days (weekday and weekends) to encourage maximum participation. A copy of the consultation letter/email including a link to the draft plan and appendices, and the details of the statutory bodies and community organisations to which it was sent is at Appendix B. A dedicated consultation page was set up on the Totnes Neighbourhood Plan website which: explained the process involved for the consultation; included links to the draft plan, maps, appendices and evidence documents; and had email linked comments box. An item was sent to the local newspaper but never published. Details of the events that were held are listed in the table in paragraph 26 the 'Stages of Consultation'.

25. The comments received during the public consultation have been discussed and agreed through the Working Group, with the draft plan revised accordingly with the assistance of the

planning consultants. The response report is a separate document and records a summary of the comments submitted and the response from the Working Group.

STAGES OF THE CONSULTATION

26. As paragraphs 13-25 set out, the various Neighbourhood Plan groups have consulted widely over the past five years, including Totnes residents, schools and business owners in the drafting process. The first stage of consultation, the Housing and Built Environment Forum which became the Neighbourhood Plan Steering Group between 2011 and November 2017, used a variety of different ways to engage with the community on a broad level from the outset. The creation of a Neighbourhood Plan website, a dedicated Facebook page, a monthly e-newsletter, a public drop in event, housing needs survey and several other smaller events were planned and executed. Tabled below is a summary of how the community was consulted in the process to enable Totnes to develop a neighbourhood plan, the methods used and events held from 2011 until November 2017 (further detail of the events held in 2015 and 2016 marked with '*' is at Appendix C). The Neighbourhood Plan Working Group, as set up by the Town Council, again used a variety of different ways to engage with the community on a broad level to complete the NP process from the informal draft plan consultation of between September to November 2017 to Regulation 15 stage.

Date	Activity
2011	
	With the proposal of the National Planning Policy Framework (NPPF), Totnes Housing and Built Environment Forum [HBEF] initiated the possibility of Totnes creating a NP. Liaison with SHDC and further discussion, it was agreed it would be based on the Town Boundary.
October 2011	HBEF discussions with the Town Council and SHDC led to SHDC applying for a Neighbourhood Planning Front Runners Grant for Totnes Neighbourhood Plan in October 2011.
2012	
January - June 2012	NP Steering group established, and meetings to gather and research information on NP develop Masterplan, agree and implement a planning process developed to creating a community-based NP.
April - December 2012	Front Runners Grant for Totnes Neighbourhood Plan which was successful in March 2012. Negotiations with SHDC to access funds, had to wait for SHDC to determine how the money could be spent and their responsibility. NP steering group agreeing a way forward based on the Quadrants starting with NW Quadrant and liaising with neighbouring Parishes.
September 2012	"Town Council charged Cllrs Whitty and Tomalin, working with members of the Housing and Built Environment Forum and Ruth Robinson, to consider whether the development of a Neighbourhood Plan is desirable and, if so, how it should be developed." Work completed and summary of submitted to the Town Council September 2012.
2013-14	
January 2013 - December 2014	Launch of the NP with Town Meeting-and speakers in the Civic Hall including introduction of the NP Steering Group and members. NP Steering Group working with members of the community and community groups to develop a working structure and programme for delivering the NP by the community and supported by the Town Council.
2015	
June - August 2015	Static display in Totnes Library (on display for 8 weeks approximately)
July 2015	Housing Needs Survey*

July 2015	Public launch event*
October 2015	Business survey*
3 October 2015	Neighbourhood Planning Networking Event
12 October 2015	Public drop in event (to get a steer from the community on the findings so far)
12 October 2015	KEVICC workshop (year 10 students)*
28 November 2015	Public consultation event focussing on visioning, priorities and next steps*
2016	
9 February 2016	The Grove School workshop (year 5 students)*
19 March 2016	Energy drop-in consultation
June 2016	Industrial Estate Survey
3 rd October 2016	Full Town Council Presentation
13 th October 2016	Static display in Totnes Library (for approximately two weeks)
14 th October 2016	Climate Change event- Women's Institute – Vision and Objectives (V&O) Consultation
18 th October 2016	Vision and Objectives – Stall display and consultation- Forking Food Festival
22 nd October 2016	Presentation to Public Meeting Civic Hall*
26 th October 2016	Community drop-in – St Johns Bridgetown V&O consultation
29 th October 2016	Eco Homes Festival – Stall display and public drop in V&O consultation
12 th November 2016	Caring Town Totnes Festival – Stall display and V&O consultation
2017	
February 2017	Housing paper, Theme papers and Market page published
February 2017	Consultation on Joint Local Plan
23 rd July 2017	Informal Draft Neighbourhood Plan published requesting comments
August/Sept 2017	Static Display in Totnes Library
8 th September 2017	Informal Draft Plan - Open Drop-in Event in the Mansion School Hall
9 th September 2017	Informal Draft Plan - Open Drop-in Event in the Mansion School Hall
28 th November 2017	Public Meeting held at Totnes Rowing Club to address concerns raised during the informal draft plan consultation
2018	Task and Finish Group meetings open to the public.
2019	From July 2019 monthly Working Group meetings open to the public.
23 rd October 2019	All landowners identified in Appendix B were written to (letter sent by email) inviting their response or any objection to their inclusion as part of the consultation process.
15 th November 2019	Draft Neighbourhood Plan emails sent to Statutory consultees and community groups
16 th November 2019	Draft Totnes Neighbourhood Plan published and consultation launched.
Saturday 16th November 2019	Civic Hall Foyer - Community Art Day. Display from 10am–4pm, with a member of the Working Group available to chat to from 10.30am-12.30pm.
Wednesday 20th November 2019	St John's Community Café. Display and a member of the Working Group available to chat to from 10.30am-12.30pm.
Friday 22nd November 2019	Civic Hall Foyer - Arts & Craft Market. Unmanned display with a comments box between 9.00am and 3.00pm.
Tuesday 26th November 2019	Civic Hall Foyer - Christmas Tree Lights Switch On. Display and a member of the Working Group available to chat to from 3.30-5.00pm.
Mon 2nd to Sat 7th December	Library Foyer. Unmanned display for 1 week with a comments box.
Wednesday 11th December	St John's Community Café. Display and a member of the Working Group available to chat to from 10.30am-12.30pm.
Sunday 15th December	Guildhall. Display and a member of the Working Group available to chat to from 11.00am-12.30pm.

Tuesday 17th December	Civic Hall Foyer - Christmas Festival Market. Display from 3.00–9.00pm, with a member of the Working Group available to chat to from 4.00-6.00pm.
2020	
9 th January 2020	Working Group meeting held to review the comments submitted as part of the consultation process (South Hams District Council comments not yet received). Meeting held in the Guildhall, open to all to attend.
9 th July 2020	Working Group meeting to review the revised wording of the policies and the plan following South Hams District Council's response and advice from the consultants about all consultation responses received. Meeting held via Zoom due to Covid-19 restrictions and open to all to attend.
29 th July 2020	The landowners of the two additional areas of green space identified during the consultation process were contacted (letters by post to Linden Homes and TQ9 Developments Ltd) inviting their response or any objection to their land's inclusion in Appendix B.

27. The informal draft neighbourhood plan consultation in August/ September 2017 saw the Totnes Neighbourhood Plan website receive 1671 visits during August and September 2017, with 92 in October 2017. 64 responses were received by letter, email and web consultation. The public events received 73 visitors with 174 responses. For the public consultation in November 2019 the website received 1096 visits from the beginning of November 2019 until the end of January 2020. 35 comments were received by email and written correspondence – 10 from statutory consultees, 7 from community organisations, and 18 from members of the public.

28. Drawing on the comments received during the informal and Regulation 14 consultation responses, the Working Group has produced this final submission version of the Totnes Neighbourhood Plan. This plan received the endorsement of Totnes Town Council at the September Full Council meeting. The Totnes Neighbourhood Plan is submitted alongside this Statement of Consultation, the Statement of Basic Conditions (SoBC), the Monitoring Report, the Response Report, and Evidence Base.

SUMMARY OF THE TOPICS RAISED IN THE CONSULTATIONS

29. A number of common themes emerged from the public events and workshops that were initially held - residents commented on the setting and location of Totnes, and how they liked the town's individual shops and cafes. Two main themes came out of the public events: housing, specifically the need for affordable housing for younger residents and also for an increasing elderly population; and transport infrastructure, specifically the issues of congestion on the roads around Totnes and the pressures on parking.

30. Similar topics were raised in the comments received as part of the draft Neighbourhood Plan informal consultation held in summer 2017 and the formal consultation held from November 2019. These included:

- To improve the traffic congestion around town.
- To improve the provision of affordable housing.
- To improve employment opportunities within Totnes.
- To create more cycle paths and safe walking routes to negate the need to drive into the centre of town.
- To do more to protect the natural environment, green spaces and local wildlife.
- To relieve the pressures of car parking (by introducing a park and ride scheme).

31. During the summer 2017 consultation there was particular opposition to increasing the housing numbers above those in the Joint Local Plan, particularly at Steamer Quay, and whilst there was support for a pedestrian bridge from Steamer Quay to Vire Island this was outweighed by the number of objections to such a proposal. The current draft neighbourhood plan has been revised to reflect these concerns.

APPENDIX A – NEIGHBOURHOOD PLAN GROUPS' TERMS OF REFERENCE

Totnes Neighbourhood Plan Steering Group (2012-Autumn 2017)

1. Purpose

- 1.1 The main purpose of the Steering Group is to oversee the preparation of the Neighbourhood Plan for Totnes ensuring that all issues are addressed properly with high levels of community engagement to maximise the potential that the Plan will be supported at the local referendum.
- 1.2 The Group will be hosted by Totnes Town Council in recognition of their sponsorship role.

2. Key Roles

1. To be accountable for steering and providing strategic management of the Neighbourhood Plan for Totnes, by ensuring that the key milestones are met by the Project Team.
2. Agree a position on specific issues to lead to an agreed policy approach.
3. Encourage and strengthen links between key organisations and ensure they are informed of the work of the project team and progress with the Neighbourhood Plan.
4. To commission specific areas of evidence and analysis as recommended and required.
5. To promote the objectives of the Neighbourhood Plan for Totnes.
6. To sign off the final draft plan prior to the local referendum.
7. To act as the public face and principal contacts with the neighbouring parishes and media with respect to the Neighbourhood Plan.

3. Aims

- 3.1 To provide strategic assistance and advice to the Neighbour Plan Team in the production of the Neighbourhood Plan.
- 3.2 To bring together appropriate local expertise and facilitate joint community working in developing the Neighbourhood Plan for Totnes
- 3.3 To assist and help facilitate discussions with relevant and interested parties.
- 3.4 To assist and help facilitate discussions with relevant and interested groups in the community to promote active involvement in the Neighbourhood Planning process.

4. Relationship to Other Groups

- 4.1 The Steering Group will have strong links with the Neighbourhood Plan Team which provides operational expertise, suggests actions and refers items of importance to be discussed by the Steering Group.
- 4.2 The Steering Group will also provide updates when and as necessary to Totnes Town Council. The Steering Group be responsible for formally coordinating liaison with South Hams District Council and Devon County Council and informing them of progress with the Neighbourhood Plan.
- 4.3 Meetings of the Steering Group can be attended by members of the Neighbourhood Plan Team, and any other relevant person/s or community representatives may be invited to speak. Meetings will be open to the public to attend and the minutes will be available for inspection of the web site.

5. Decision Making

- 5.1 Decision making by the Steering Group will normally be by means of consensus. If it proves impossible for the Steering Group to reach agreement during any stage of preparing the Plan, every effort shall be made by the membership of the Steering Group to resolve the difference by **negotiation**. Where this does not resolve the situation, the Steering group will ensure that the

alternative view is included in the relevant stage of community engagement, and the Steering Group will adopt the position of the majority response from the community arising from that stage.

6. Initial Membership

Totnes Town Council x 3

Devon County Council x 1

South Hams District Council x 1

Totsoc x 1 Paul Bennett

Totnes & District Society x 1

Chamber of Commerce x 1

Totnes Transport Forum x 1

Transition Town Totnes x 2

Professional Advisors by invitation

Powers to co-opt new members as needed subject to agreement of Town Council

Quorum minimum of 1/3rd of all members = say 4

(‘Meetings’ is used to refer to activities such as site visits, information events, meetings, etc)

Totnes Neighbourhood Plan Task and Finish Group (December 2017 – April 2019)

1. Purpose

1.1 The main purpose of the TNP Task and Finish Group is to oversee the preparation of the Neighbourhood Plan for Totnes following the informal draft Totnes Neighbourhood Plan public consultation in Summer/Autumn 2017, ensuring that all public comments and issues are addressed properly with high levels of community engagement to maximise the potential that the Plan will be supported at the local referendum.

1.2 The Group will be hosted by Totnes Town Council.

2. Key Roles

1. To be accountable for providing management of the Neighbourhood Plan for Totnes, by ensuring that the key milestones are met.

2. Agree a position on specific issues to lead to an agreed policy approach.

3. Encourage and strengthen links between key organisations and ensure they are informed of the work of the project team and progress with the Neighbourhood Plan.

4. To commission any additional specific evidence and analysis as recommended and required following the public consultation.

5. To promote the objectives of the Neighbourhood Plan for Totnes.

6. To sign off the final draft plan prior to the local referendum.

7. To act as the public face and principal contacts with the neighbouring parishes and media with respect to the Neighbourhood Plan.

3. Aims

3.1 To provide direction and advice in the production of the Neighbourhood Plan, taking into account the views expressed during the public consultation period.

3.2 To bring together appropriate local expertise and facilitate joint community working in developing the Neighbourhood Plan for Totnes

3.3 To assist and help facilitate discussions with relevant and interested parties.

3.4 To assist and help facilitate discussions with relevant and interested groups in the community to promote active involvement in the Neighbourhood Planning process.

4. Relationship to Other Groups

4.1 The TNP Task and Finish Group is responsible for formally coordinating liaison with South Hams District Council and Devon County Council and informing them of progress with the Neighbourhood Plan.

4.2 Meetings will be open to the public to attend, will be recorded, and the minutes will be available for inspection on the Totnes Neighbourhood Plan web site. Agendas and papers will be circulated three clear days in advance of meetings, and will be published on the Totnes Town Council and Totnes Neighbourhood Plan websites and Facebook pages, and on the Totnes Town Council notice board.

5. Decision Making

5.1 Decision making by the TNP Task and Finish Group will normally be by means of consensus. If it proves impossible for the TNP Task and Finish Group to reach agreement during any stage of

preparing the Plan, every effort shall be made by the membership of the TNP Task and Finish Group to resolve the difference by **negotiation**.

6. Initial Membership

CLlr Rosie Adams (Chair and Mayor of Totnes)

CLlr Marion Adams (Chair of Operations Committee)

CLlr Paine (Operations Committee)

CLlr Westacott MBE (Personnel Committee Chair and Operations Committee)

CLlr Simms (People Committee Chair)

CLlr Hendriksen (Planning and Place Committee Chair)

CLlr Parker (People Committee)

Lindsay Garner (Chamber of Commerce)

Andy Garner (Chamber of Commerce)

Rev Steve Jones (St John's Church)

Claire Allford (Bridgetown Alive)

Georgina Allen (Representing Totnes residents)

CLlr John Birch (South Hams District Council)

Chris Watson (Representing Totnes residents)

Stu Lambert (Representing Totnes residents)

Lindsay Cowling (The Riverside Cafe, Representing Steamer Quay interests)

Powers to co-opt new members as needed subject to the agreement of Full Council.

All members will be required to submit a Declaration of Interests to ensure transparency.

Quorum minimum of 1/3rd of all members = 4

('Meetings' is used to refer to activities such as site visits, information events, meetings, etc)

Totnes Neighbourhood Plan Working Group (April 2019 onwards)

1. Purpose

1.1 The main purpose of the TNP Working Group is to oversee the preparation of the Neighbourhood Plan for Totnes following the informal draft Totnes Neighbourhood Plan public consultation in Summer/Autumn 2017, ensuring that all public comments and issues are addressed properly with high levels of community engagement to maximise the potential that the Plan will be supported at the local referendum.

1.2 The Group will be hosted by Totnes Town Council.

2. Key Roles

2.1 To be accountable for providing management of the Neighbourhood Plan for Totnes, by ensuring that the key milestones are met.

2.2 Agree a position on specific issues to lead to an agreed policy approach.

2.3 Encourage and strengthen links between key organisations and ensure they are informed of the work of the project team and progress with the Neighbourhood Plan.

2.4 To commission any additional specific evidence and analysis as recommended and required following the public consultation.

2.5 To promote the objectives of the Neighbourhood Plan for Totnes.

2.6 To sign off the final draft plan prior to the local referendum.

2.7 To act as the public face and principal contacts with the neighbouring parishes and media with respect to the Neighbourhood Plan.

3. Aims

3.1 To provide direction and advice in the production of the Neighbourhood Plan, taking into account the views expressed during the public consultation period.

3.2 To bring together appropriate local expertise and facilitate joint community working in developing the Neighbourhood Plan for Totnes

3.3 To assist and help facilitate discussions with relevant and interested parties.

3.4 To assist and help facilitate discussions with relevant and interested groups in the community to promote active involvement in the Neighbourhood Planning process.

4. Relationship to Other Groups

4.1 The TNP Working Group is responsible for formally coordinating liaison with South Hams District Council and Devon County Council and informing them of progress with the Neighbourhood Plan.

4.2 Meetings will be open to the public to attend, held in the Guildhall, and the minutes will be available for inspection on the Totnes Neighbourhood Plan web site. Agendas and papers will be circulated three clear days in advance of meetings, and will be published on the Totnes Town Council and Totnes Neighbourhood Plan websites and Facebook pages.

4.3 The TNP Working Group will report to Totnes Town Council monthly through the Council Matters Committee.

5. Decision Making

5.1 Decision making by the TNP Working Group will normally be by means of consensus. If it proves impossible for the TNP Working Group to reach agreement during any stage of preparing the Plan, every effort shall be made by the membership of the TNP Working Group to resolve the difference by **negotiation**.

6. Initial Membership

Cllr Colin Luker (Chair)

Cllr Jacqi Hodgson (Mayor)

Cllr Marion Adams (Council Matters Committee)
Cllr Georgina Allen (Planning Committee Chair and Town Matters Committee)
Cllr Claire Allford (Council Matters Committee)
Cllr Simms (Council Matters and Planning Committees)
Cllr Trow (Town Matters and Planning Committees)
Chris Watson (Representing Totnes residents)

All Town and District Councillors are welcome to attend.

Powers to co-opt new members as needed subject to the agreement of Full Council.

All members will be required to submit a Declaration of Interests to ensure transparency.

Quorum minimum of 1/3rd of all members = 3

(‘Meetings’ is used to refer to activities such as site visits, information events, meetings, etc)

The administration for the group will be provided by a Totnes Town Council officer (Administrator).

APPENDIX B – CONSULTATION LETTER AND LIST OF STATUTORY BODIES AND ORGANISATIONS CONSULTED ON THE DRAFT PLAN

Consultation Letter sent by email to Statutory Bodies on 15th November 2019:

TOTNES NEIGHBOURHOOD PLAN – PRE-SUBMISSION CONSULTATION

As part of the requirements of the Localism Act 2011, Totnes is undertaking pre-submission consultation on its Draft Neighbourhood Plan prior to submitting to South Hams District Council.

As a statutory consultation body, we are seeking your views on the Draft Neighbourhood Plan.

The pre-submission plan is published on the Totnes Neighbourhood Plan web site along with the appendices, maps and supporting information. This can be accessed on the following link:

<http://totnesneighbourhoodplan.org/public-consultation-on-the-draft-totnes-neighbourhood-plan/>

The formal six-week consultation period starts from tomorrow, Saturday 16th November 2019 and will end on Thursday 2nd January 2020.

I look forward to hearing if you wish to make any representations. These should be sent to Totnes Town Council, 5 Ramparts Walk, Totnes, Devon, TQ9 5QH or by email to administrator@totnestowncouncil.gov.uk by the end of the day on Thursday 2nd January 2020.

All representations received will be acknowledged and formally recorded. In due course a Consultation Statement will be prepared and published setting out the response to the representations received.

In the case of the statutory bodies, if you are not the correct person to receive this email, I should be grateful if you could forward this email to the right person in your organisation, together with any of your colleagues who you think may wish to make comment.

Finally, I would be grateful if you could confirm receipt of this email and the attachment.

Yours sincerely,

Councillor Colin Luker
Chair, Totnes Neighbourhood Plan Working Group

Consultation Letter sent by email to Community Organisations on 15th November 2019:

TOTNES NEIGHBOURHOOD PLAN – PRE-SUBMISSION CONSULTATION

As part of the requirements of the Localism Act 2011, Totnes is undertaking pre-submission consultation on its Draft Neighbourhood Plan prior to submitting to South Hams District Council.

As a prominent community organisation in Totnes, we are seeking your views on the Draft Neighbourhood Plan.

The pre-submission plan is published on the Totnes Neighbourhood Plan web site along with the appendices, maps and supporting information. This can be accessed on the following link:

<http://totnesneighbourhoodplan.org/public-consultation-on-the-draft-totnes-neighbourhood-plan/>

The formal six-week consultation period starts from tomorrow, Saturday 16th November 2019 and will end on Thursday 2nd January 2020.

I look forward to hearing if you wish to make any representations. These should be sent to Totnes Town Council, 5 Ramparts Walk, Totnes, Devon, TQ9 5QH or by email to administrator@totnestowncouncil.gov.uk by the end of the day on Thursday 2nd January 2020.

All representations received will be acknowledged and formally recorded. In due course a Consultation Statement will be prepared and published setting out the response to the representations received.

Finally, I would be grateful if you could confirm receipt of this email and the attachment.

Yours sincerely,

Councillor Colin Luker
Chair, Totnes Neighbourhood Plan Working Group

Statutory Consultees

Sector	Group Name
Business	Totnes Chamber of Commerce
Communications	MobileUK
County Council	Devon County
County Council	Devon County Highways
Environment	Natural England
Environment	Environment Agency
Environment	Environment Agency
Fire	Totnes Fire Station
Health	Torbay & South Devon NHS Trust
Health	Devon Clinical Commissioning Gp
Health	DCC Public Health
Health	Devon Air Ambulance
Heritage	English Heritage
Heritage	English Heritage
Heritage	Historic England
Housing	Homes England
Local Authority	SH District Cllr Birch
Local Authority	SH District Cllr Rose
Local Authority	SH District Cllr Sweett
Local Authority	Devon County Cllr Hodgson
Local Authority	South Hams

Sector	Group Name
Local Authority	Plymouth City Council CE
Local Authority	Totnes Town Council – all Councillors
Parish Council	Harberton
Parish Council	Berry Pomeroy
Parish Council	Ashprington
Parish Council	Littlehempston
Parish Council	Dartington
Police	Devon & Cornwall Police
Police	Devon & Cornwall Police
River	Marine Management Organisation
River	Dart Harbour Authority
Transport	Network Rail
Transport	Stagecoach
Transport	Tally Ho
Utilities	South West Water
Utilities	Wales and West Utilities
Utilities	Western Power Distribution

Community Consultees

Sector	Group Name
Affordable housing	LiveWest
Business	Totnes Rotary Club
Business	South West Local Enterprise Partnership
Business	Visit Devon
Children & families	Dangerous Dads
Children & families	South Hams Childrens Centre
Children & families	Daisy & Rainbow Play Centre
Children/families/disabilities	Shine Charity
Community	Devon Historic Buildings Trust
Community	Bridgetown Alive
Community	Totnes Cinema
Community	Friends of Totnes museum
Community	Network of Wellbeing
Community	Plymouth Is Our Road
Community	Totnes Art Society
Community	The Art Society Totnes
Community	Totnes Elizabethan Society
Community	Totnes Folk Song Club
Community	Totnes Good Food Sunday Market
Community	Totnes Townswomen Guild
Community	TotSoc
Community	Transition Town Totnes
Community	Caring Town Information Exchange
Community	WI
Community	Totnes Connection Hub
Community	Totnes Hospital League of Friends
Community	Totnes Towns Womens Guild
Community	Totnes Masons
Community	Totnes Community Development Society
Community/development	ATMOS
Community/economy	Reconomy
Community/Housing	Transition Homes
Community/unemployment	Totnes Work Club
Disability	Inclusive Totnes
Disability	South Hams Lifestyles
Disability	Access for All
Educational	KEVICC
Educational	St John's School
Educational	The Grove School
Educational	Totnes Progressive School

Educational	Devon County Council Education Unit
Educational	University of the Third Age
Educational/Community	Totnes Library
Energy	Tresoc
Energy/community	Transition Streets
Environmental	South Hams Friends of the Earth
Environmental	Devon Wildlife Trust
Environmental	RSPB
Environmental	CPRE
Environmental	South Devon AONB
Faith Groups	Christians Against Poverty
Faith Groups	Golden Buddha Centre
Faith Groups	St John's Church
Faith Groups	Totnes Methodists (Methodist Church)
Faith Groups	St Mary's Church
Faith Groups	St Mary's & St George Catholic Church
Faith Groups	Totnes United Free Church
Faith Groups	Totnes Quakers
gardening groups	Allotments Association
gardening groups	Fruit & Nut tree/Incredible Edibles
gardening groups	Gardening for Health
gardening groups	Leechwell Gardens Association
gardening groups	School farm
gardening groups	Totnes Gardens
Health/care	Leatside Surgery
Health/care	Catherine House Surgery
Health/care	Rushbrook
Learning disabilities	New Key
Learning disabilities	Life Works
Learning disabilities	South Hams Lifestyles
LGBT	Proud2be
Local authority Service	South Hams Citizens Advice
Mental Health	Community of St Anthony and St Elias
Older people	Totnes Caring/Memory Café
Political	Conservative
Political	Green
Political	Labour
Political	LibDem
Sports/Leisure	Totnes & Dartington Football club
Sports/Leisure	Walk & Talk, South Hams
Sports/Leisure	Baywater Anglers
Sports/Leisure	Totnes Ramblers
Travel	Bob the Bus
Travel	Motorcycle Action Group
Travel	Ring & Ride Group

Travel	Totnes & District Traffic & Transport Forum (TDT&TF)
Travel	Totnes Rail Users Group
TTT/Environment/community	Housing & Built Environment Group - TTT
Voluntary Sector	CVS
Youth	Jamming Station
Youth	Lifeworks
Youth	Totnes Army Cadets
Youth	Totnes Air Cadets
Youth	Devon Youth Space
Youth	Totnes Sea Scouts and Cub Scouts
Youth	Totnes Brownies & Guides
Youth/sports/leisure	Borough Park Users Group
Youth/sports/leisure	Chapel House Studio
Youth/sports/leisure	Totnes Bowls Club
Youth/sports/leisure	Totnes Boating Association
Youth/sports/leisure	Totnes Canoe Club
Youth/sports/leisure	Dart Totnes Amateur Rowing Club
Youth/sports/leisure	Totnes Rugby Football Club
Youth/sports/leisure	Tadpool
Youth/sports/leisure	Totnes Tennis Club
Youth/sports/leisure	Fusion Lifestyle

APPENDIX C – PUBLIC ENGAGEMENT EVENTS HELD IN 2015 AND 2016

Housing Needs Survey (July 2015)

The Totnes Housing Needs Survey formed an important element of the consultation process and is evidence that Totnes wants to see development on brown field and infill sites and community led development. It also showed that Totnes needs truly affordable housing for local people. 5,000 surveys were delivered to homes and over 620 replies were returned to one of several community drop off points around Totnes; alternately people were able to submit their completed surveys online via Survey Monkey. The report / findings from the Housing Needs Survey can be found on the website. The Housing Evidence Report and strategy for the Totnes Neighbourhood Plan has been developed based on the findings of the Housing Needs Survey.

Business Survey (October 2015)

A survey went out to 325 businesses from across the town in October 2015. Businesses in the town centre, industrial estate, Bridgetown and Follaton were targeted as were small businesses based at the REconomy Centre. 66 businesses responded to the survey. Full results of the survey and an example of the survey itself can be found on the website.

Public Launch Consultation Event (July 2015)

The drop in event that took place on 18 July 2015 took place in The Mansion's function space in the centre of Totnes. Tabletop exhibitions, interactive maps, flip charts, information leaflets and questionnaires were presented by the Steering Group and a considerable amount of face to face dialogue took place with a broad range of people during this event. Approximately 150 people took part in the event.

KEVICC Year 10 Workshop (October 2015) and the Grove Primary School (February 2016)

The KEVICC event involved 105 students and their teachers in a one-day workshop with various sessions including a SWOT of Totnes, Blue Sky Visioning, theme workshops and final presentations. Priorities from the students aligned with those of the general public consultations. Their vision for task group areas form the headline findings for the theme reports consultation. A similar event held with the Grove school involved 30 pupils.

Public Workshop (November 2015)

This workshop focussed on visioning, priorities and next steps. It is important to note that although none of the individual consultation activities that formed this event could be said to be statistically representative of the population of the whole of Totnes, the fact that similar themes, issues and comments emerged gave the results significance. All consultations fed into the wider the evidence base and was reported back to the community through individual reports on the website and shared at subsequent events.

Vision and Objectives Consultation (October/ November 2016)

This stage in the process reflected back and tested with the community the priorities, which they had expressed through workshops and consultation events. This was achieved through conversations at series of Pop Ups at festivals, public meetings and other events and locations across the town. There were an estimated 400 contacts with individuals during this process.