



## Application Form for Designation of Neighbourhood Area

<b>Name of Applicant</b> <i>(this must be a Parish or Town Council)</i>	Totnes Town Council
<b>Contact Details</b> <i>Please supply contact details of project lead</i>	Name:Helen Nathanson Address:The Guildhall Offices Ramparts Walk Totnes TQ9 5QH Email:clerk@totnestowncouncil.gov.uk Telephone: 01803 862147
<b>Name of proposed plan area</b>	Totnes (i.e. town boundary)
<b>Map of proposed plan area</b>	<i>Please supply a separate map showing the boundaries of the proposed neighbourhood area</i>
<b>Statement confirming why the proposed plan area is appropriate</b>	It includes all the central areas of Totnes, the shared public amenities and infrastructure It includes all the citizens of Totnes so is inclusive (we would wish to include any residents of Totnes who technically live outside the parish boundaries in the referendum). It does not cause boundary issues with our neighbours
<b>Type of plan proposed</b>	<i>Please circle</i> <b>Neighbourhood Development Plan</b> Neighbourhood Development Order Community Right to Build Order
<b>Group Terms of Reference</b>	<i>Please supply a separate sheet detailing the Group's Terms of Reference</i>

## Guidelines

### **Purpose of the Initial Organising Group**

*What is the main aim of the Initial Organising Group (IOG)?*

- a) To set up a process by which the community can learn about neighbourhood planning;
- b) to gain support for developing a neighbourhood plan in principle and willingness of local people to engage with the process in practise;
- c) to set up a permanent steering group to run the project, drawn from those who have come forward, which can then manage the larger community consultation process to engage all sections of the community in developing the plan.
- d) to enable that group to ultimately identify the extent of the Neighbourhood Plan, dependent on what emerges

### **Objectives of the Group**

The Town Council believes that developing a Neighbourhood Plan can support the SHDC Local Plan to provide an integrated robust and effective plan that can lead the development process, and which

- a) reflects the special character of Totnes.
- b) ensures the community's input into the development process, enabling genuine debate to inform and enthuse the community , and reaching as much of a consensus as we can;
- c) develops a Vision and strategies for the town which support economic development, community resilience and wellbeing, and plans against future shocks, and
- d) contributes to strengthening the neighbourhood as a whole, recognising the town's role as a centre for the hinterland around it.

We wish to develop a Vision for Totnes which must cover both 'people' and 'place' and which will identify the defining characteristics of Totnes (e.g. historic core, key connections neighbourhoods etc) and identify locations for change. We anticipate that underlying the Vision will be judgements about the nature of sustainable growth in Totnes, balancing economic, social and environmental objectives. This will require facilitated debates to ensure a broad consensus can be forged around which more detailed proposals can be developed, drawing on an evidence base which we hope to develop in conjunction with SHDC. Thereafter we would expect to prepare a series of area or site specific planning policies, which might include:

- a) Generic policies covering issues such as open space/sports and leisure, renewable energy, economic development etc

- b) Town centre policies to support the independent character of the area
- c) Area policies covering key geographical areas e.g. NW Quadrant, along the river etc
- d) Specific sites such as Dairy Crest, the central area around the Civic Hall .

This will necessarily involve close partnership working with SHDC and detailed discussions with local residents and key stakeholders e.g. landowners and businesses as well as statutory consultees.

## **Membership and Governance**

*Who are the Members of the Initial Organising Group?*

Totnes Town Cllrs Tony Whitty and Jill Tomalin (chair of TC Planning committee)

Kate Wilson, chair Housing and Built Environment Forum

Frances Northrop, Transition Town Totnes

Chris Balch, Professor of Planning at Plymouth University

Dick Watson, Tamar Bourne - members of the H&BE Forum with skills in community engagement.

Supported by TC officers Ruth Robinson and Catherine Marlton

*What are the roles and responsibilities of individual Members?*

*What arrangements are in place for bringing in replacement and/or additional Members?*

*How will declaration of interests be managed?*

*If voting is required, what voting arrangements are in place?*

*What procedures are in place for dealing with conflict resolution?*

These procedures will be determined by the permanent Steering Group once it is set up. We can ensure these are approved by SHDC at this point. The Town Council has already adopted the SHDC Code of Conduct and would use this as the basis for developing the relevant arrangements

*Which decisions will be referred to the parish/town council?* The Town Council has a key role, predominantly in scrutinising the overall process to ensure

a) the widest possible involvement of all levels of local government, stake holders, neighbourhoods, demographic sectors and adjoining parishes

b) sound financial management, monitoring and administration

We envisage creating an ongoing Working Group of Councillors and community representatives (the Steering Group) to manage the overall process, supported by Town Council officers who will run the project on a day to day basis and maintain control of the budget. Wide consultation through a variety of methods will generate considerable feedback and ideas. Groups looking at individual areas such as Heritage, the Economy etc may put forward proposals. We anticipate that a Consultative Group representing all parts of the local

community and including all key stakeholders would ultimately determine the content of the Neighbourhood Plan, taking advice from experts to ensure that they conform with planning requirements, which would itself then go out for consultation, before being signed off by the Town Council.

### **Reporting and Feedback**

*How will the Group share information with the community?* At a minimum, the Town Council will ensure that all the relevant information is made publicly available through its website, published Newsletters, and updates via the local press etc.. A separate website has already been set up specifically for Neighbourhood Planning. All three advisory groups (Housing and Built Environment, Traffic and Transport and Public Realm Forums) will be involved and help to provide information through their networks. The IOG is looking at other imaginative ways to involve and engage local people for the initial stages of this project and on an ongoing basis.

*How will minutes of meetings and feedback from events/consultations be recorded and made available?* All meetings will be minuted and placed on the website. We recognise it is crucial to log all the information gleaned through consultations in order to contribute to the evidence base, and will use questionnaires, feedback forms, post it note capture and other methods to secure the information and views gathered.

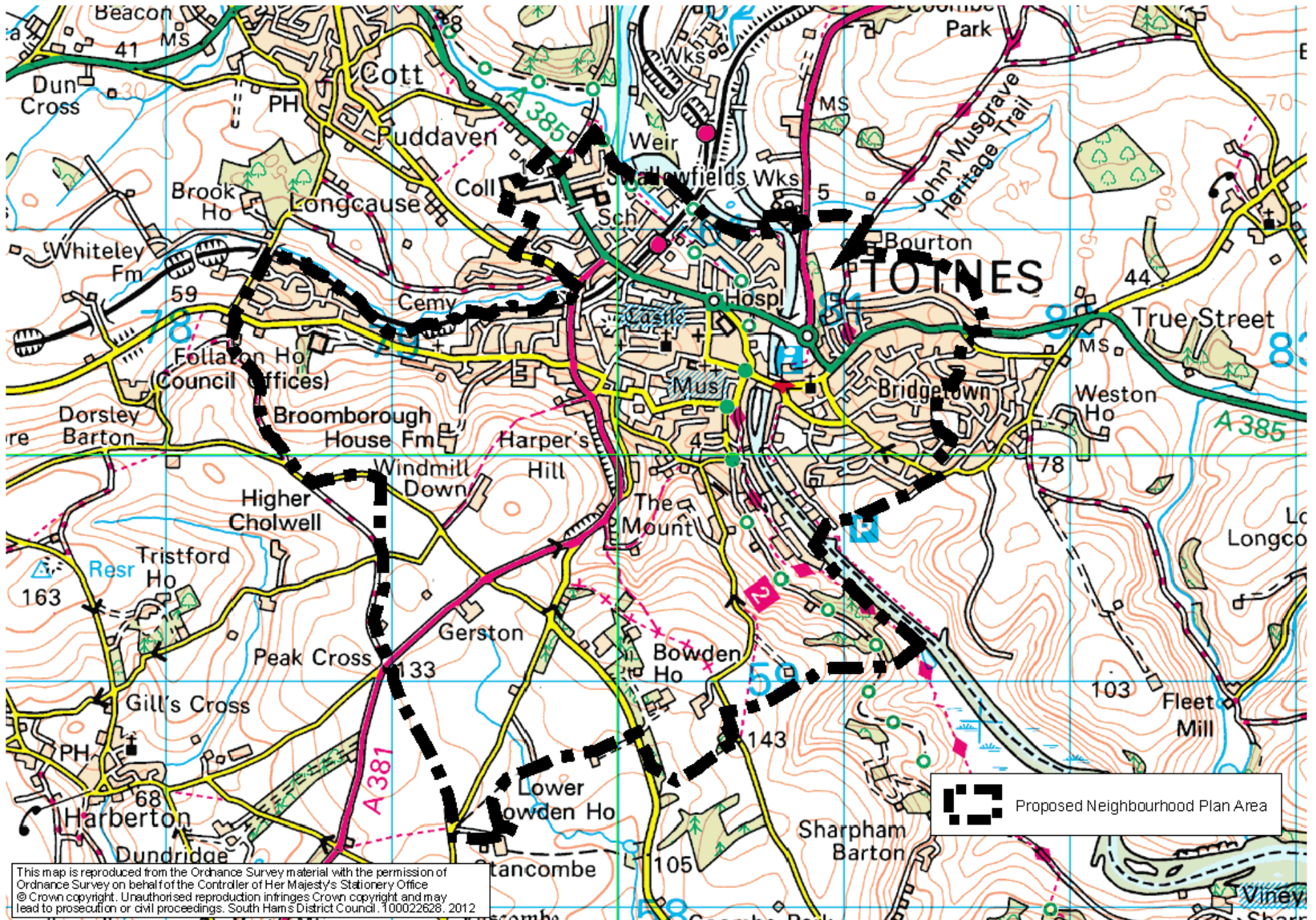
### **Resources and Finance**

*How will the project be funded?* We anticipate the project will take up to three years and require a total budget of approximately £70k. Officer support will come from the Town Council which can also supply venues as required. There is considerable expertise in the town which can be drawn on as in kind support, aided by volunteers and community groups. The H&BE Forum has already secured support from Locality on behalf of the group. The project has also secured £20k front runner money, and will hope to secure additional grant funding from other sources. The Town Council will precept money for the project in January for the year starting in April 2013 and we anticipate doing the same for subsequent years of the project if it proves necessary.

### **Monitoring and review**

*How will the plan be monitored?* To be determined by the permanent Steering Group once formed. We are happy to agree this with SHDC at a later date.





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