

## EXMOUTH TOWN COUNCIL

### NEIGHBOURHOOD PLAN STEERING COMMITTEE (NPSC)

#### Notes of the 2<sup>nd</sup> meeting, held at 10.00am on Wednesday 28<sup>th</sup> October 2015 at Exmouth Town Hall

##### PRESENT

Lisa Bowman	LB	Exmouth Town Council, Town Clerk
Councillor Brian Bailey	BB	Exmouth Town Councillor, Withycombe Raleigh Ward
Councillor Pat Graham	PG	Exmouth Town Councillor, Town Ward
Councillor Alison Greenhalgh	AG	Exmouth Town Councillor, Littleham Ward
Councillor Cherry Nicholas	CN	Exmouth Town Councillor, Brixington Ward
Councillor Pauline Stott	PS	Exmouth Town Councillor, Halsdon Ward
Councillor Rob Masding	RM	(Exmouth Town Councillor) for Transition Town Exmouth
Ian Cann	IC	Exmouth Civic Society
Roy Pryke	RP	Exmouth Community Association, Rolle Exmouth Ltd, TARA
Tim Clatworthy	TC	Note-taker

##### 1. ELECTION OF OFFICERS

In summary: RP was proposed as Chairperson, and IC as Secretary, but both declined due to other commitments, and it was agreed that election of all permanent Officers should wait until membership of the Committee was complete. However, RP agreed to chair this meeting.

There was also a suggestion that the Chair could 'rotate', but it was thought that this might lead to discontinuity. LB suggested that Julie Gregory, ETC Accounts Manager, could stand in for the moment as Treasurer, to give a brief report at the start of each meeting; and that TC could continue as Note-taker until a bona fide Secretary with the necessary professional skills could be agreed upon. IC seconded this and TC agreed. RM said he might be interested in acting as Treasurer.

##### 2. APOLOGIES

Councillor Mark Williamson, Champion of Neighbourhood Planning for East Devon

John Thorogood, Chamber of Commerce & Town Team/Tourism Forum

##### 3. NOTES OF LAST MEETING

These were agreed to be generally correct.

##### 4. CONSIDERATION OF, AND FEEDBACK FROM POTENTIAL NEW MEMBERS, AND OF THE CHARACTER OF THE COMMITTEE IN GENERAL

Comments included:

- (i) That the total number of Councillors in the group should be no more than the 5 representing each Ward.
- (ii) That the Group should not become a forum for people with singular personal interests/agendas, but be a pan-Exmouth committee; and that despite their differences each Ward should be treated equally and provide information according to the same principles, to produce a coherent document representative of Exmouth as a whole. RP suggested Paul Connolly of LDA Design as the calibre of person needed (a) to help get everything into shape, and (b) to provide effective presentation of the finished document.
- (iii) That persons with particular interests/skills should be called in as necessary as 'witnesses', whilst bearing in mind that the NPSC budget is limited and that the NPSC members themselves need to take ownership of the process. RP asked if we might be able to have an EDDC professional sometimes; LB replied that we could but only occasionally, due to capacity restraints. IC

emphasised that the 'witnesses' who had contacted RP should be formally thanked, so that their offers do not get forgotten about.

- (iv) In considering finalising the membership of NPSC, LB reported on feedback from James Hutchings (Churches Together) and Graham Allen (Exmouth Community College) who both asked for more information regarding the help we wanted. LB commented that we were not yet in a position to give them full answers, and that we should perhaps invite them to attend, as and when, as witnesses.
- (v) The following were suggested as possible contactees for various aspects of the process:
- Keith Bungay – former planning officer and Chief Officer Exmoor National Park (RP)
  - Jim Pithouse – Worcester town planner (RP)
  - David Radford – Exmouth Civic Society, COLP – former senior planning officer (IC)
  - Adrian Toole – environmental issues (RP)
  - Darren Hicks – Littleham estate officer (AG)
  - David Bennett – Devon Cliffs - apparently he wants to become more involved (AG)
  - Rob Longhurst – Lympstone (AG)
  - Mark Robertson (AG)
  - Jamie Buckley – EDDC Public Engagement (AG)
  - Victoria Robinson – EDDC Youth Worker, publicity via social e-media (AG)
  - Liz Reynolds – Tesco community liaison (LB)
  - Revd Beth McDowell (possibly in place of Revd James Hutchings) (PS)
  - Tim Spurway – to be invited in 2-3 meetings' time (RP)
  - Ian McQueen – Exmouth Chamber of Commerce (RP)
  - Youth Reps – at a later stage, for issues particularly relevant to them

#### 4. FINANCIAL ISSUES

- (i) In the budget meeting later in the day (28<sup>th</sup> Oct) a decision would be made as to how much money would be made available for the Neighbourhood Planning process this year (only.)
- (ii) BB and RP pointed out that most of the money will be needed towards the end of the process to buy in expertise. RP added that as the largest town in East Devon, we should keep up the pressure in asking for finance.
- (iii) RP wondered if we might not get sponsorship from, eg, Tesco, and that at some stage we should draft a letter to potential sponsors. CN pointed out that Tesco was now less likely to sponsor due to the downturn in sales. AG suggested that instead of asking them for sponsorship, we might try to engage them in this project in other ways. RP said we should not approach them until we could be sure that we could excite them in what we are doing, when our plans are clearer: large organisations will want to be part of plans which look to be capable of helping the town to thrive. Devon Cliffs, National Trust and Clinton Devon Estates were also put forward as organisations which might be interested in aspects of NPSC; IC pointed out that they all have specific agendas (eg, as property developers) and should not be on the NPSC, though they could be called upon as witnesses.

#### 5. REVIEW OF POTENTIAL EVIDENCE BASE

Members contributed data documents from their own collections. TC has now organised these into box-files. List of current items attached; items in chronological order.

LB proposed that we (a) continue to work on expanding our evidence-base, and (b) review what we have. RP suggested a target: that by the end of the 4<sup>th</sup> meeting we will have completed our data collection, and by the end of the 5<sup>th</sup> meeting we should have decided what is important and relevant.

AG commented that considering how much research had already been done in the past, it was disappointing that so little had been achieved. RP responded that the 2010 LDA report had been completed in good time, and that progress had been delayed for financial reasons, but that Exmouth was

now moving in the right direction. AG replied that as the public will be aware of much of the research already done, selling the new reports to them as something really new might be difficult. IC commented that a crucial difference here is that what is finally decided on will be embodied in law, and will therefore be a legal document, and due to the levy on house-building, income will be gained by ETC and Exmouth, not EDDC – which will be very popular with Exmouth residents. LB added that we may eventually have a unitary authority, in which case many considerations currently lost to Exmouth may return to its remit. IC asked if there were scope in the Neighbourhood Plan to make recommendations beyond ETC's remit. RP suggested this was a watershed moment for Exmouth, particularly with the influx of new blood moving here from the south-east and the north with new skills, and we should all be thinking in terms of a 5-year plan.

## 6. UPDATES ON WARD-SPECIFIC EVIDENCE/DATA

LB commented that AG's information from Littleham Ward was expressed in text format, while BB's of Withycombe Raleigh was potentially going to be presented in map form – and that we needed to adopt a unified style. LB said she would try to get A2 maps of each Ward for each Councillor, and that the 'PEAR' mapping technology would help the data-gathering process. Quite what our maps would look like in the end could be decided later.

AG talked us through her data-gathering template, and all agreed this would be a good model to follow. AG agreed to send her updated template to LB, who would forward it on to NPSC members. It was also agreed that in writing up members would follow the style of LDA's 'Vision for Exmouth', particularly as it formed a good structure and narrative, with good headings, and good phrases that we can adapt. From this information the character of each community could be portrayed, and in a cover note Councillors could ask constituents – Did you know you have all this? Are you happy your Ward is like this? What could be improved? RP added that it would be good also to cross-refer to the Winsford Action Plan – what problems did they have, and how did they solve them?

RP and AG stressed that in presentation it was important to get the tone right, and to sell areas from their strengths. This was particularly important in deprivation areas.

LB added that our Action Plan needs to be firmly rooted in what we are legislated to do.

## 7. WORKING PARTIES PER WARD

IC asked for details on working parties per Ward. These were given as:

Brixington: BIG (Brixington Improvement Group); Marley Planning Group.

Halsdon: Littlemead Residents' Association; National Trust

Littleham: LRA (Littleham Residents' Association); TARA (The Avenues' Residents' Association);

Exmouth Seafront Group; Douglas Gardens Action Group;

Foxholes Residents' Association

Town: Quay Residents' Association

Withycombe Raleigh: Liverton Copse Residents' Association

RP asked that at the next meeting, Ward representatives report on what's happening in their local groups. RP also suggested that pressure groups could be approached and asked who their representatives are, and if they would be interested in coming to our working party. CN and AG warned that some such groups had strongly aligned with political parties.

## 8. TRELLO & ELECTRONIC PUBLICITY

RM suggested some useful online software: 'Trello', which functions like a drop-box and allows everyone to link into the same database. He has offered to give members a training session with it. It can be accessed at:

<https://trello.com/b/92ek58De/exmouth-neighbourhood-plan>

LB added that in relation to electronic publicity, we have had an offer of free IT training in the use of social media from 'Cosmic'.

#### 9. SUMMARY OF ACTION POINTS

- (i) TC to organise data documents chronologically in box-files.
- (ii) TC to email members the full "From Ebb to Flow" September 2015 document.
- (iii) PS to approach James Hutchings/Beth McDowell.
- (iv) ALL: to have completed data collection by meeting of 16<sup>th</sup> December.
- (v) AG to send her updated data collection template to LB.
- (vi) LB to forward this to NPSC members.
- (vii) Each Ward representative to assess the current state of their local groups as listed in point 7, to report back at next meeting (18<sup>th</sup> November).
- (viii) NPSC members to approach representatives of local pressure groups, with a view to inviting them as witnesses to Ward meetings.
- (ix) LB to procure A2 maps for each Ward.
- (x) RM to deliver a Trello training session to members.
- (xi) Persons (witnesses) who have already offered professional help to be formally thanked by those approached.

10. The meeting adjourned at 12.25 pm

11. NEXT 2 MEETINGS – please note later time –

Wed 18<sup>th</sup> November, **10.30 am**, Town Hall Committee Room.

Wed 16<sup>th</sup> December, **10.30 am**, Town Hall Committee Room.