

EXMOUTH TOWN COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP (NPSG)

Notes of the 6th meeting, held at 09.30am on Monday 22nd February 2016 at Exmouth Town Hall

PRESENT

Roy Pryke	RP	Chair; Exmouth Community Association, Rolle Exmouth Ltd, TARA
Councillor Mark Williamson	MW	Champion of Neighbourhood Planning for East Devon
Councillor Alison Greenhalgh	AG	Exmouth Town Councillor, Littleham Ward
Councillor Pat Graham	PG	Exmouth Town Councillor, Town Ward
Councillor Pauline Stott	PS	Exmouth Town Councillor, Halsdon Ward (from 10.00am)
Councillor Rob Masding	RM	(Exmouth Town Councillor) for Transition Town Exmouth
Councillor Brian Bailey	BB	Exmouth Town Councillor, Withycombe Ward
Angie Drummond	AD	Chamber of Commerce & Town Team/Tourism Forum
Ian Cann	IC	Exmouth Civic Society
Tim Clatworthy	TC	Note-taker

1. APOLOGIES

Councillor Cherry Nicholas	CN	Exmouth Town Councillor, Brixington Ward
Lisa Bowman	LB	Exmouth Town Clerk

2. NOTES OF LAST MEETING

These were accepted as being correct.

3. MATTERS ARISING FROM LAST MEETING

- a. MAPS: We have now received 10 x A2 ward maps (2 of each ward) plus 1 x A0 map of the whole of Exmouth, with ward boundaries marked. One ward map has now been issued to each ward.
- b. BUDDIES: PS will request Lynne Elson to be her 'buddy'. As a reminder, buddies currently chosen are:
 - RP: IC
 - AG: MW and Cllr Bill Nash
 - PG: RM
 - BB: Cllr Steve Gazzard
 - PS: Cllr Lynne Elson
 - CN: not yet chosen
- c. TRELLO: Approximately 1/3 of our members attended RM's training sessions, and all agreed that more training would be welcomed. RM offered to transfer information from meeting notes to Trello; other members will then be able to see up-to-date information and add their own. He reminded us that only invitees can access our Trello database. RP commented that information on Trello could not be considered as our main reference as not everyone is yet confident in using it; information on it can be part of our audit trail, but our evidence base will still need to be a print version.
- d. JOURNAL: There was good coverage on the Neighbourhood Plan in the Exmouth Journal and also in the Express and Echo.
- e. LB'S EMAIL TO COLP: LB has written to COLP and Councillors to keep them up-to-date with Neighbourhood Plan progress.

4. PROGRESS OF APPOINTMENT OF NP ADMINISTRATOR

LB is still working on the Job Description. RP said he had emphasised that this help was needed soon, for 8 hours p.w. (1 day), and that this may need to be increased later in the project.

5. REVISED PROJECT TIMETABLE

RP and MW reported back from their meeting with Tim Spurway (TS), who was of the opinion that we were not doing anything wrong, but was concerned that our schedule might be a bit rushed. Consequently our end date has now been suggested as September 2017. RP handed out a revised timetable (attached). Items in bold represent changes from the original timetable. MW suggested that TS's email should be circulated; IC thought it should be added to our audit trail.

TS informed RP and MW that extra funding may be available, but with time constraints: that our first questionnaire must be distributed before the end of March. It was agreed that the best way forward would be to follow the questionnaire distribution late March with the public Community Engagement Day on 28th April, and for respondents to fill out and return the questionnaire after 28th, having hopefully learned more about the Plan from the open day as well as from the questionnaire and newsletter, which will go out together. TS advised us to consider other Councils' newsletter and questionnaire designs.

It was planned to have a draft questionnaire completed by the end of the first week of March; for it and the newsletter to be completed by 18th March, and distribution effected by the end of March.

RP and PS thought we should compile a definitive list of stakeholders to whom to give a presentation in July. AD suggested a Chamber of Commerce breakfast for this event, and said she would email Ian MacQueen. Stakeholders put forward in previous meetings include:

- Watersports and marine industries, e.g. Liquid Motion
- Devon Cliffs
- Clinton Devon Estates
- Jurassic Coast
- National Trust
- Coastal Communities Forum
- Exe Estuary Management

Please email TC at Reception with further suggestions – thank you.

6. PREPARATION, FUNDING, DISTRIBUTION & ANALYSIS OF QUESTIONNAIRE

MW wondered if Martin Parkes (MP) of DCT (Devon Communities Together) might have a NP questionnaire template, and if so if it could be circulated for us as the basis for a workshop session, at which suggestions from previous NPSG meetings could be viewed again (see Section 5 of notes of 5th meeting.)

Much thought was given to how the questionnaire/newsletter would be distributed. It was generally agreed that the most reliable/affordable method was probably via Electoral Services, though it should not be distributed together with anything political. As to its 'look', it was thought that the delivered item should not in any way resemble 'junk mail' or something so official that it might turn people off: that it was essential that the item in the letterbox should arouse interest.

It was thought that distribution by Royal Mail would be too expensive.

Distribution would need to be checked with LB, for the costs to be agreed.

TS also advised that, in view of the large size of Exmouth, a sampling survey should be employed a few weeks after the questionnaire has been distributed. It was suggested in the meeting that the ideal sample size was 4,000: that more than that did not add or change the results. This was queried however as it was thought the size of a meaningful sample would vary according to the size of the total population being surveyed. It was agreed to ask TS for advice on sample size, and also to ask LB for her thoughts on Survey Monkey.

RM said he had devised questions on sustainability, and asked each member to think up 3 – 4 questions related to sustainability in the context of their chosen Theme. At the previous meeting, members chose Themes as follows:

- IC: Exmouth history
- RM: Local environment and sustainability
- IC (as suggested by David Radford in IC's absence): Built environment
- PS: Housing
- AG: Community leisure and well-being
- PG: Open spaces
- RP: Schools and skills
- AD: Business and retail
- BB: Getting around

'Policies for minorities' was considered at the last meeting to be a topic that should weave seamlessly throughout the NP, rather than having a separate section.

The question was raised as to how to deliver to gated/password-protected communities; this was regarded as a systems issue and it was thought this would fall to LB to resolve.

AG reminded us that it would make the whole questionnaire process simpler and quicker to have a separate colour for each ward.

RP considered that Chris Kitson of Budleigh Salterton Council would be worth talking with, especially as Budleigh's NP is further advanced than ours.

Since this morning's NPSG meeting, RP has arranged a session (3rd March) with Martin Parkes (MP) of Devon Communities Together to gain advice on questionnaire format and analysis, and sampling surveys. All NPSG members are invited to this session.

7. PROGRAMME FOR OPEN MEETING IN APRIL (see 'Engaging with the Community' document attached)

AG suggested that at the Community Engagement Day (now scheduled for 28th April) we should explain to the public the relationship between Exmouth's incipient NP and EDDC's recently-adopted Local Plan (using EDDC's display stands), to show them what we are working from. Secondly, people need to understand the Exmouth Economic Plan – why EDDC are trying to redevelop Exmouth. IC added that we could make the point that this is Exmouth's opportunity to reclaim some control and finance from EDDC, as adoption of our NP would ring-fence finance for Exmouth.

RP added that we need to 'localise' the EDDC Plan. He added that in public fora, and in newsletters and questionnaires, we should make clear that this is truly a historic moment for Exmouth: that now the Local Plan has been adopted, there can be no more random development in Exmouth. BB added we should point out that this is a genuine opportunity for Exmouth people to contribute to a bottom-up process rather than suffer a top-down one, which is how most changes to the locality tend to be viewed by residents.

RP asked for as many members as possible to attend the Engagement Day, to ensure that all three sessions are well staffed. Members were reminded to ask their 'buddy' to stand in for them if they knew they would be unable to attend public consultations, as well as meetings.

Suggestions for the day included:

- a ten-minute pause in the middle of each consultation to allow a brief explanation of the NP process and to take any questions
- The ward maps to be displayed
- Display of photographs (which could be included in the draft NP)
- A video on a loop

RM responded to RP's request for volunteers to take photos and possibly produce a video.

RM pointed out we needed a name for our Facebook page. Discussion resulted in a decision to add a piece to the Positive Exmouth page produced by Daniel Smith of Vibrant Pulse. RM to contact Daniel Smith.

RP suggested a big publicity drive in the first week of April, which should include local radio (Radio Exe, Bay FM). RP will also send information to PS for the next Regeneration & General Purposes meeting on 7th March. AG suggested a report to the Annual Town Meeting on 14th March. IC added that we should inform all local groups about our newsletter and questionnaire.

RP invited members to join him in a meeting with TS, late March, to organise the necessary materials for the Engagement Day. Please reply to RP and cc TC at Reception.

8. PROGRAMME FOR WARD CONSULTATIONS IN MAY/JUNE

It was agreed that each Ward Engagement meeting should be led by the Councillor and his/her buddy, to impress upon people the importance of the NP. Councillors and their buddies should themselves decide on how many meetings to offer and when and where they would take place, and then inform TC at Reception. Ideally meetings should not clash, in case EDDC's display boards were to be used. It was hoped that ideas and information gleaned from the Town Engagement Day would prove useful at the Ward sessions.

IC reminded members that he would provide potted histories for each ward, but only if he was asked to.

9. AGREED DATES FOR FUTURE MEETINGS

- **Wednesday 23rd March:** NPSG meeting, 10.30 – 12.00, Council Chamber
- **Wednesday 20th April:** NPSG meeting, 10.30 – 12.00, Committee Room
- **Wednesday 18th May:** NPSG meeting, 10.30 – 12.00, Committee Room
- **Wednesday 29th June:** NPSG meeting, 10.30 – 12.00, Committee Room
- **Wednesday 20th July:** NPSG meeting, 10.30 – 12.00, Committee Room

10. ANY OTHER BUSINESS

LOGO: RP suggested we might like to design a logo for our plan – as Otterton has done - and asked for ideas. The following were immediately suggested: (1) the Exmouth boundary shape; (2) a dinosaur; (3) a magnolia tree; (4) kite surfers; (5) beach huts. IC commented that it we needed either a very good logo, or none at all. LB has names of a couple of logo-designers.

11. SUMMARY OF MEETINGS AND EVENTS

NB: This list has been updated since my email of 23rd February, now including also details of the Devon Neighbourhood Plan Roadshow

- **Thursday 3rd March:** RP meeting Martin Parkes of DCT (Devon Communities Together), 9.30 – 10.30. Town Hall Committee Room. **Please inform RP and TC if you plan to attend.**
- **Friday 18th March:** Devon Neighbourhood Plan Roadshow, 10.00am – 2.00pm, at Hannahs (formerly Seale-Hayne Agricultural College), Newton Abbott. RSVP to Penny Mills, CPRE Devon, tel 01392 966737; email: secretary@cpredevon.org.uk
- **Wednesday 23rd March:** NPSG meeting, 10.30 – 12.00, Council Chamber
- **Wednesday 20th April:** NPSG meeting, 10.30 – 12.00, Committee Room
- **Thursday 28th April:** NP Community Engagement Day, Council Chamber & Committee Room. Public sessions are 12.00 – 14.00, 15.00 – 17.00, and 18.00 – 20.00 but volunteers to set up beforehand will also be needed.
- **Wednesday 18th May:** NPSG meeting, 10.30 – 12.00, Committee Room
- **Wednesday 29th June:** NPSG meeting, 10.30 – 12.00, Committee Room
- **Wednesday 20th July:** NPSG meeting, 10.30 – 12.00, Committee Room

12. SUMMARY OF ACTION POINTS

1. TS's email to be circulated, and added to audit trail
2. Further suggestions of stakeholders to be sent to TC at Reception
3. Questionnaire and Newsletter distribution method to be checked with LB, re costs
4. TS to be asked for advice on sample size
5. LB to be asked on her thoughts on Survey Monkey
6. LB to be consulted re. gated and password-protected communities
7. RP to consult with Chris Kitson of Budleigh Salterton NP
8. RM to produce photos and possibly a video for Community Engagement Day
9. RM to contact Daniel Smith of Vibrant Pulse to include an Exmouth NP page on Positive Exmouth
10. Radio Exe and Bay FM to be contacted to provide NP publicity
11. RP to provide material to PS for the next R&GP meeting on 7th March
12. A NP report to be presented at the Annual Town Meeting on 14th March
13. Local groups to be informed about NP newsletters and questionnaire
14. RP to arrange late March meeting with TS re Engagement Day materials. NPSG members wishing to attend should let RP and TC know
15. Councillors to decide on dates and venues for ward consultations and inform TC
16. LB to supply contact details of logo designers

The meeting concluded at 11.30am.

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