

EXMOUTH TOWN COUNCIL

NEIGHBOURHOOD PLAN STEERING COMMITTEE (NPSC)

Notes of the 3rd meeting, held at 10.30am on Wednesday 18th November 2015 at Exmouth Town Hall

PRESENT

Roy Pryke	RP	Chair; Exmouth Community Association, Rolle Exmouth Ltd, TARA
Councillor Pauline Stott	PS	Exmouth Town Councillor, Halsdon Ward
Councillor Rob Masding	RM	(Exmouth Town Councillor) for Transition Town Exmouth
Councillor Mark Williamson	MW	Champion of Neighbourhood Planning for East Devon
Ian Cann	IC	Exmouth Civic Society
Tim Clatworthy	TC	Note-taker

1. APOLOGIES

Lisa Bowman (LB); Cllr Alison Greenhalgh; Cllr Pat Graham; Cllr Cherry Nicholas; Cllr Brian Bailey

2. NOTES OF LAST MEETING

The following comments were made:

- (i) That under point 4 (v), Keith Bungay had been suggested by RP, not IC, and that David Radford had been suggested by IC, not RP.
- (ii) That under point 5, 3rd paragraph, the 2nd sentence should be rephrased as "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."
- (iii) That under point 9 (viii), representatives of local pressure groups would be invited to Ward-specific meetings, not to NPSC meetings.
- (iv) That under point 9 (xi), it was unnecessarily formal to write to thank Keith Bungay, Jim Pithouse and David Radford for volunteering their expertise, as RP and IC were in regular contact with them anyway.

3. MATTERS ARISING FROM LAST MEETING

- (i) Position of Chair: RP has agreed to continue as Chair, subject to formal approval at the next meeting.
- (ii) Position of Treasurer: RM confirmed that he and Julie Gregory would work together to cover the Treasurer's duties.
- (iii) Position of Secretary: RP and LB had agreed that a Secretary/Admin Support person would be needed for one day per week and that this post would be advertised, initially, for the term of 6-12 months, once the job specifications and remuneration had been agreed. PS pointed out that the annual budget was about to be calculated so this was a good time to factor in this new position. She added that the precept would need to be increased.
- (iv) Related personnel and financial issues: Comparisons were drawn with Ottery St Mary and Dawlish regarding funding and expenditure. MW warned us against Ottery St Mary's experience, where unnecessarily expensive consultants were hired and too early in the process. PS pointed out that Dawlish (pop: 13,161 in 2011) had funding of £30,000 p.a. whereas Exmouth, which is considerably bigger (pop: 34,432 in 2011), has £16,000 base funding p.a. RP reminded us that the salary for the (p/t) Secretary/Admin Support would have to be found out of that £16,000, and that we would need to source additional funding for the Neighbourhood Plan to move forward.
- (v) Producing the final report: RP informed us that Winsford had hired a consultancy firm to produce their report, and that he would be ready to approach Paul Connolly of LDA to sound out their

interest in producing a similarly polished article for Exmouth. MW (quoting Tim Spurway) recommended AECOM, who have just won the RTPI (Royal Town Planning Institute) 2015 award. He volunteered to get in touch with Harriet Hindmarsh of AECOM.

(vi) LB is awaiting A2 maps for each Ward (ref. point 9 (ix) in notes of last meeting).

4. INFORMATION TO BE GIVEN TO POTENTIAL NPSC MEMBERS

Regarding point 4 (iv) in the notes of last meeting, it was pointed out that it would be appropriate to send out the Terms of Reference document to persons who were being considered as potential members of NPSC. Some amendments to the updated (Exmouth-specific) Terms of Reference document were suggested. Please see Version 2 (attached) for the most recent version, of 18.11.2015.

However, where the Terms of Reference document stipulates meetings take place 'at least once every two months', it was agreed that in order to keep up meaningful momentum NPSC meetings should take place each month. What was also stressed was the importance of regular and consistent attendance. IC asked if an alternative representative could attend meetings whenever the primary representative really could not. It was agreed that a named person could substitute on occasions when this was unavoidable, and that it should be the same person on each occasion.

5a. DECISIONS ON FURTHER MEMBERS OF NPSC

- (i) PS reported that Rev James Hutchings would talk with Rev Beth McDowell with a view to one of them joining NPSC as a member.
- (ii) RP said he would contact John Thorogood of the Chamber of Commerce and Town Team/Tourism Forum, with a view to him joining as a member.

5b. SUGGESTIONS FOR FURTHER WITNESSES

- (i) IC and MW suggested Roma Patten might be approached to represent Transport issues.
- (ii) MW suggested Brian Bradley as an expert in (e.g.) house prices and the grading of farming land.
- (iii) PS suggested that the National Trust should be approached for a witness.
- (iv) It was suggested that it might be more appropriate to contact David Wright, Head of 6th Form at Exmouth Community College, than the Deputy Principal, Graham Allen, when the time comes to invite witnesses from the youth sector.

5c. FURTHER POINTS

- (i) RP suggested that NPSC members (other than the Chair, Treasurer and Secretary) might each adopt a specific role with their own sphere of responsibility. IC and MW added that we needed to keep flexibility nevertheless as unexpected issues could well arise. It was agreed to consider this at a later date when membership of the NPSC was complete and attendance was stable.
- (ii) It was pointed out that some meeting attendees – e.g., MW, LB – would be officially classed as "in attendance", providing bespoke guidance, but not entitled to vote on issues.

6. UPDATES ON WARD-SPECIFIC DATA

PS (the only Ward representative at this meeting) presented a wealth of detail to the committee, which discussed ways of interpreting raw data and converting it into informative statements. IC added that there would be scope for appendices in the final document.

RM, working with Cllr Pat Graham, had produced a 'Ward Assets Checklist' to aid data collection. This is attached.

It was pointed out that just as local groups such as TARA were considered as Ward Assets, so could other organisations such as Open Door, U3A, Exmouth Rugby Club, the shooting range, etc. Exmouth Library and the Journal also display information on local facilities and organisations.

MW added that MOSAIC research had showed that Exmothians lead active retirements, and volunteered to contact Richard Cohen for more detailed demographic information.

7. REVIEW OF EVIDENCE PUBLICATIONS

It was felt this would be better undertaken when all members of NPSC were present.

8. REPORT ON LOCAL GROUPS

This will appear on the agenda for the next meeting.

9. 'TRELLO' & 'COSMIC' TRAINING SESSION(S)

This will take place early in the New Year; date to be decided at next meeting. It may be possible to combine this with a 'COSMIC' training session. The combined session might last 3 hours. TC will ask LB for more information on COSMIC.

MW stressed the importance of using a wide variety of media in order to get through to as many people as possible.

10. AOB

No other issues were discussed.

11. SUMMARY OF ACTION POINTS

- (i) LB and RP to agree job specifications and remuneration for position of part-time NPSC Secretary/Admin Assistant, and advertise.
- (ii) RP to contact Paul Connolly of LDA to sound out their interest in producing a final Plan for Exmouth.
- (iii) MW to get in touch with Harriet Hindmarsh of AECOM.
- (iv) LB to secure A2 maps for each Ward.
- (v) RP to re-establish contact with John Thorogood of the Chamber of Commerce and Town Team/Tourism Forum, with a view to him joining as a member.
- (vi) MW to contact Richard Cohen of MOSAIC.
- (vii) TC to get fuller information on COSMIC IT from LB.

12. ATTACHED ITEMS

- (i) Terms of Reference (version 2).
- (ii) Ward Assets Checklist.

13. DATES OF FUTURE MEETINGS

Wednesday 16th December 2015, 10.30am
Wednesday 20th January 2016, 10.30am
Wednesday 24th February 2016, 10.30am
Wednesday 23rd March 2016, 10.30am

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NOTE: In view of the fact that all members of NPSC are involved with many other groups and organisations, may we ask you all to please check your diaries well in advance so that we can achieve maximum attendance and momentum.

If you know you cannot attend any of the meetings above, please let Tim (TC) know as soon as possible at reception@exmouth.gov.uk and please nominate your preferred stand-in.

Thank you.

