

## EXMOUTH TOWN COUNCIL

### NEIGHBOURHOOD PLAN STEERING COMMITTEE (NPSC)

#### Notes of the 5th meeting, held at 09.30am on Monday 25<sup>th</sup> January 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 Cherry Nicholas	CN	Exmouth Town Councillor, Brixington Ward
Councillor Brian Bailey	BB	Exmouth Town Councillor, Withycombe Ward
Lisa Bowman	LB	Town Clerk, Exmouth Town Council
Angie Drummond	AD	Chamber of Commerce & Town Team/Tourism Forum (for John Thorogood)
David Radford	DR	Exmouth Civic Society (for Ian Cann)
Tim Clatworthy	TC	Note-taker

##### **1. APOLOGIES**

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Ian Cann	IC	Exmouth Civic Society
John Thorogood	JT	Chamber of Commerce & Town Team/Tourism Forum

##### **2. NOTES OF LAST MEETING**

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These were accepted as being correct.

##### **3. MATTERS ARISING FROM LAST MEETING**

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- a. MAPS: Pear Technology had sent us 2 x A4 preview samples of maps they could provide for us, each showing the same details but in different ways. It was agreed to choose the Vectormap style, scaled up to A1 size for Ward use, and to have one A0 map of the whole of Exmouth primarily for LB's use, with the option for a second later if necessary.

N.B.: In an informal discussion between remaining members after the meeting it was thought that NPSC members might add detail electronically directly onto the Pear maps, and not print out any maps until the information on them was agreed and complete and ready to go out for the first consultation. However it was later thought that it would be very easy to 'overload' the maps, producing confusing rather than helpful images, and would be unnecessarily time-consuming to make changes. Consequently paper maps have been chosen, so details and any alterations may easily be added or erased. ***Since this meeting 10 x A1 maps (2 for each Ward) and 1 x A0 map have been received from Pear Technology.***

- b. AECOM: MW explained the link with AECOM: if we need a technical report – on flooding, for example – then we can approach them via the local authority, and there will be no cost to us as DCLG will pay.
- c. LDA: RP added that it was early yet to approach LDA, as the intention was to invite them to compose the final report.

d. 'BUDDIES': The following have agreed to 'second' NPSC members:

Ian Cann as Vice-Chairman to RP's Chair, to which all agreed;  
MW and Cllr Bill Nash for AG; RM for PG; Cllr Steve Gazzard for BB. PS and CN yet to choose buddies.

#### **4. OUTLINE PROJECT TIMETABLE**

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An updated version of the Project Timetable was emailed as an attachment to members before this meeting. The comments below should be read as an addition to the timescale specified in the attachment.

##### **FEBRUARY:**

- 1) Agree on Questionnaire design, distribution, and analysis. LB said there was pressure now to complete the Action Plan, and thought that the NP could inform the Action Plan, but that this might alter elements of the NP. Time-wise this was convenient for both plans. LB pointed out that the format(s) of ward consultation need to be agreed: that patterns and themes should be apparent from the information gathered. Systems such as scale ratings (e.g. 1- 10) and tick boxes would ease quantification and analysis of residents' responses, and produce benchmarks illuminating the areas most in need of attention.
- 2) Decide which categories Ward information should be placed into (the Ward Assets Checklists to be used for this purpose).
- 3) Agree on which details of ward evidence should be assigned to appendices, and which to the narrative summary.

##### **MARCH:**

- 1) Produce maps.
- 2) Decide on exact nature of consultation.

APRIL -SEPTEMBER: Open meetings to be held at Town and Ward level the purpose being to check that people understand what the NP is about, and what their Ward 'looks' like. Our analyses of information from each Ward to be displayed, with comments encouraged ('Do you agree?') using tools such as post-it boards.

Arrangements will then be made for fuller discussions focussing on specifics, e.g. transport, business parks, the seafront, etc.

OCTOBER -DECEMBER: 2<sup>nd</sup> Ward and Town Meetings.

RP suggested we check our plans with Tim Spurway; MW said we would not be charged for his time, as it was part of Tim's job.

MW said this timetable looked good to him, and he would expect the plan to be complete by March/April 2017. LB said she would update R&GP verbally tonight (25<sup>th</sup> January) and that Full Council would be informed on 22<sup>nd</sup> February.

AG thought the pace of the plan was good, and suggested that each ward chose a different colour for its documents, to ease identification and accelerate analysis.

It was stressed that all residents should receive the Questionnaire; DR and MW added that businesses and landowners should be included as well.

PS suggested that some wards might need 2 separate meetings due to the high population and variation in population. RP asked if members and their buddies could reflect on this and organise those meetings between them.

## 5. CONSULTATION AND ENGAGEMENT STRATEGY

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A Community Engagement Strategy timetable was emailed as an attachment to members before this meeting. The comments below should be read in addition to the details specified in that attachment.

### PRESS RELEASE:

RP emphasised the need for an imminent press release, and said he would write one after this meeting. He would include a request to anyone who would like to contribute to the creation of the NP to get in touch. This again raised the question of whether NPSC was lacking any particular skills, such as planning. Persons with other essential skills could be advertised for in forthcoming press releases.

LB said she would email an update to all Councillors and COLP members. **LB sent out this email on 26<sup>th</sup> January.**

### NEWSLETTERS:

8 proposed, starting in March. It was noted that Stroud produced a regular newsletter, to ensure that information was provided formally, not through the grapevine, and this was agreed as a good example to follow. As to how they should be distributed and what they should include, the following were suggested:

- 1) First Newsletter – by post, including our email address and other contact details, so that readers can keep up-to-date, or know to collect paper copies from the Town Hall or Library (or other sites to be agreed.)
- 2) That the first Newsletter be comprised principally of the Questionnaire, also with contact details, and be distributed via the Journal.

### ENGAGEMENT WITH STAKEHOLDER GROUPS:

DR made the point that there may be many people who would not turn up for a residents' meeting but might do for a business consultation. It had also become clear - e.g. from the recent Coastal Communities Consultation. AD confirmed that there were elements of the business community that would very much welcome closer consultation. They supported the concept of "tourism ++", i.e. to strengthen tourism by presenting Exmouth as much more than a beach. Watersports and the marine industry should also be clearly placed on the map. To be engaged with in particular were Devon Cliffs, Clinton Devon Estates, Jurassic Coast, National Trust, Coastal Communities Forum, and the Exe Estuary Management.

RP said that he will mention in his press release that we are engaging with stakeholders.

AG pointed out that though Exmouth was growing, it was mostly in the more elderly sector that it was growing. She suggested that those of working age must also be keen to contribute, or we will slip backwards in terms of aspiring to new ideas and obtaining and providing modern facilities.

### QUESTIONNAIRE DESIGN & ANALYSIS

Comparisons were made with Budleigh Salterton's version:

- 1) The introductory page was felt to be too long and complicated. It was recommended to break up the solid page of text into bulleted points or paragraphs and to use graphics.
- 2) CN advised that it worked better to first tell people what you wanted them to do, and secondly to give them the explanation, and not vice-versa. She suggested a heading such as **WE NEED YOUR HELP** in bold across the top.
- 3) More categories could be added to question 2 as suggested by AG, Exmouth being bigger and with more facilities – e.g. footpaths, cycleways etc.
- 4) Under question 7, motorbikes could be added.
- 5) The tick-box format was popular.

Further considerations:

- 6) It was pointed out that the questionnaire had to fit in with the local plan – and consequently respondents cannot say they do not want things which have already been accepted or have outline acceptance (e.g. Plumb Park or Queens Drive).
- 7) Our Questionnaire could also draw attention to the Newsletter, and mention that the local plan will last until 2031.
- 8) It was agreed to emphasise the role of the community in producing and owning the NP. RP suggested we seek advice from Tim Spurway and Jamie Buckley on the actual wording. RP asked how we do the actual analyses; LB suggested we may be able to use Survey Monkey.
- 9) It was hoped that most respondents would complete the Questionnaire online, as this would make the data collection and analysis much quicker.
- 10) LB offered to trace a graphic designer (via Alison Hayward) to produce an attractive document, in part in the hope of countering possible negativity.

## **6. THEMES FOR INCLUSION IN DRAFT NEIGHBOURHOOD PLAN**

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RP drew our attention to the eye-catching heart design with which Stroud's Plan introduced its themes section. RP suggested that we should settle on an Introduction and just nine Themes, each of which should be drafted under the leadership of one member of the NPSC following consultation with witnesses and, where appropriate, the views of a small Working Party.

- 1) EXMOUTH HISTORY: IC has already volunteered to provide a brief historical outline, which could be in the Introduction RP was expecting to receive contributions from the wider public as appendices, limited to one side of A4, including pictures.
- 2) LOCAL ENVIRONMENT AND SUSTAINABILITY RM said he would lead on this section and would provide information on the local environment and sustainability.
- 3) BUILT ENVIRONMENT: DR thought IC would be glad to provide information. AG suggested we would need to update our Conservation maps.
- 4) HOUSING: PS volunteered to write this section. RP suggested this should be presented in a separate statement, as Winsford had done. AG added that some communities had been able to identify housing requirements to the extent of knowing the numbers of 1-bed, 2-bed, 3-bed etc properties needed. MW said he would be able to locate this information from EDDC colleagues Paul Lowe and Matt Dickins. He added that the Government drive to increase the provision of Starter Homes would obligate the NP to address this.
- 5) COMMUNITY LEISURE & WELL-BEING: AG volunteered to write this section.
- 6) POLICIES FOR MINORITIES: AG thought this should not be written as a separate section – that a recognition of minorities' needs and Plan contributions to them should pervade the Plan as a whole, with specific examples being included. This was agreed.
- 7) OPEN SPACES: PG said she would write up this section. RP drew attention to imminent proposals to regenerate Rolle Playing Fields, and hoped an overall strategy for the whole Maer Valley would be created, including positive leisure development. AG suggested Councillor David Chapman as a witness as he is Champion for Sport, and LB added that John Petty was currently mapping cycle paths and that this information would feed into the NP.
- 8) SCHOOLS AND SKILLS: RP offered to write this section.
- 9) BUSINESS AND RETAIL: AD offered to write this section in conjunction with John Thorogood on his return from holiday, taking into account the views from Business on the Coastal Communities Economic Plan.
- 10) GETTING AROUND: BB offered to write this section.

## **7. WARD REPRESENTATIVES' REPORTS ON LOCAL GROUPS**

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LB said local groups should be emailed with an update as soon as possible, and volunteered to do this herself. ***LB sent out this email on 26<sup>th</sup> January.***

## **8. DATES FOR TRELLO & COSMIC TRAINING SESSIONS**

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RM is offering 3 Trello training sessions next week:

10.00 – 11.00 am on Monday 1<sup>st</sup> Feb in the Committee Room;

10.00 – 11.00am on Tuesday 2<sup>nd</sup> Feb in the Council Chamber;

10.00 – 11.00am on Wednesday 3<sup>rd</sup> Feb in the Council Chamber.

Please let RM and also Reception know which session you would like to attend.

## **9. NEXT MEETING**

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Monday 22<sup>nd</sup> February: **9.30 – 11.00.**

Due to the regular clash with other Monday meetings, we need to find alternative dates and times to the last Monday mornings of the month. Please do try to find spaces – preferably regular ones - in your busy schedules for NPSC and let TC know your availability. Many thanks.

## **10. AOB**

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There was no other business to report.

The meeting concluded at 11.20am.

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