

EXMOUTH TOWN COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP (NPSG)

Notes of the 7th meeting, held at 10.30am on Wednesday 23rd March 2016 at Exmouth Town Hall

PRESENT

Roy Pryke	RP	Chair; Exmouth Community Association, Rolle Exmouth Ltd, TARA
Ian Cann	IC	Vice-Chair; Exmouth Civic Society
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
Councillor Rob Masding	RM	(Exmouth Town Councillor) for Transition Town Exmouth
Councillor Cherry Nicholas	CN	Exmouth Town Councillor, Brixington Ward
Tim Clatworthy	TC	NP Project Administrator ('ENPPA') & Note-taker

1. APOLOGIES

Councillor Mark Williamson	MW	Champion of Neighbourhood Planning for East Devon
Lisa Bowman	LB	Exmouth Town Clerk

2. NOTES OF LAST MEETING

These were accepted as being correct.

3. MATTERS ARISING FROM LAST MEETING

BUDDIES: PS has asked Cllr Lynne Elson to be her buddy; CN is currently without one.

APPOINTMENT OF ENPPA (Exmouth Neighbourhood Plan Project Administrator): TC has been asked, and has accepted the position.

FEEDBACK FROM R&GP MEETING, 7/3/16: PS reported that members were enthusiastic and wanted to get involved in the ward meetings.

FEEDBACK FROM ANNUAL TOWN MEETING, 14/3/16: RP volunteered to send Sean Keywood of the Exmouth Journal the content of the NP survey with a view to Sean writing an article contextualising it. RP also said that NPSG must not let itself become mixed up with the current seafront issue: it could easily become a time- and energy-trap, and hopefully by the autumn EDDC will have sorted out the legal challenge. He added that it was a great pity more people had not attended EDDC's Masterplan meetings, as many of the points that people are now bringing up they would have done better to raise at the earlier meetings. The NPSG community engagement process will have to be a listen and discuss approach.

WARD INFORMATION UPDATES: RP wondered if we might interleave the survey with the consultations – though this would affect the dates of ward meetings. AG pointed out that she had already fixed the dates of Littleham ward meetings. Discussion followed as to whether we should make use of Exmouth Festival, to further publicise the NP; it was also suggested that we might hand out surveys there. If these were filled in it would be after the (new) closing date of 9th May but, it was mooted, the new information may still arrive in time to be analysed with data already collected. IC pointed out that the surveys were not the only means through which people could make their feelings known: if somehow they had missed the survey, they could input to the ward meetings, and this information would be at least as valid as that from the surveys. At ward meetings information already collected could be used to present a picture of the initial feedback. PG added that experience with Exmouth in Bloom showed that most respondents replied within

the first week. There was also some concern that too long was allowed between the newsletter/survey going out (hopefully w/c 11th April) and the return date of 9th May: it was feared people would lose interest in that time.

AUDIT TRAIL PARAMETERS: RP suggested a 'running list': a calendar of all meetings taken, with significant resultant points and minutes available. However an 'evidence base' is equally important: starting with the history of events, opinions and resultant actions that have preceded and led up to the initiative of the current NP. In particular, evidence of public consultations needs to be recorded to prove that genuine efforts have been made to contact every single individual, to ensure and prove that the data received and the plan envisioned are not skewed unrepresentatively. What emerged from each consultation event (whether survey, or meeting, etc) should be recorded and also what action NPSG took in consequence. PS added that it might be worthwhile including newspaper cuttings (as a record of some public opinion) and relevant minutes from relevant meetings, e.g. COLP. We also need to show that we have not wasted money.

STAKEHOLDERS: With reference to section 5 of the notes of the previous (6th) meeting, AG informed us that David Bennett (owner of Devon Cliffs Holiday Park) was keen to attend ward consultations, and it was thought that a separate consultation should be arranged with him. PG thought that residents' associations should be considered as ward representatives, not as stakeholders. PS suggested Richard Turner and the Confederation of Small Businesses, RP suggested the Chamber of Commerce. AG pointed out that two stakeholders we had not been considering were EDDC and DCC: that between them they would have a vision of how to bring Exmouth forward, and that we could easily be missing important information by not having a representative from each attending NPSG meetings. RP commented that EDC and DCC were supposed to give us help in any case, and that we would have to fit in with their plans – e.g. EDDC's Local Plan – but that we had to be careful not to give the impression that our NP is dominated by EDDC. IC agreed and added that our NP was the Exmouth community's opportunity to say where we want to go, and that we should not modify it just because someone else has a different idea. CN said it should be the constituents leading this. PG pointed out that we could still use EDDC's facts and figures, and AG emphasised that people would need to be very clear how our NP fits into EDDC's Local Plan.

4. REPORT FROM DISCUSSIONS WITH TIM SPURWAY & CHRIS KITSON

RP has not yet talked with Chris Kitson, but he has pressed TS (Tim Spurway) for support similar to that provided to Teignbridge, who are progressing well with their NP, and have been given help with design of materials and printing processes as well as three dedicated support staff. CN commented that this must be rather expensive. TS had said that he was continuing to look for means to support Exmouth NP but that it might not be forthcoming within our timescale, and recognised that as Exmouth NP was keen to keep its momentum going it was employing TC (as ENPPA) to research various practical issues, e.g. production and distribution of our survey and newsletters. RP added that TS has £45,000 for a number of chosen NPSGs, of which we are one, being part of a NP pilot scheme to test which approaches work best. RP explained that our portion of this funding will pay for some of MP's (Martin Parkes') expertise – i.e. for our meeting with him and for his help drawing up our survey. But it does not cover analyses and assessments – which we need to keep independent from any Council personnel and organisations, in the hope that people will believe the outcomes – and it is hoped that MP will conduct these for us when the time comes (cost estimated to be approximately £2,000). RP said he had yet to find out how much more funding we might get from TS/EDDC; PS added that we should also check with LB as to the exact amount we would be entitled to from ETC. RP added that from 1st April we would be entitled to between £9000 and £16000 from DCLG (Department for Communities and Local Government) and he was hopeful of attracting the upper limit. IC commented that the Town Council grant of approximately £3000 would be ascertained shortly.

5. REPORT FROM DEVON NEIGHBOURHOOD PLAN ROADSHOW

RP, RM and CN attended. RP handed round a report which he had written after the Roadshow (attached). Regarding point 5 (Community engagement), RM offered to photograph activity and post-its at the Community Engagement day. RP drew our attention to the need to devise a coherent social media policy. RM suggested Wordpress (a way of creating a website), Facebook, Streetlife, Borders, and Twitter. AG commented that we perhaps should not have too many options, as we do not have sufficient personnel or time to monitor so many. RM said he would send NPSG members a password for the Facebook page, although to access it, we would each firstly need to create our own Facebook page. He also offered to remove unhelpful comments. AG suggested RM to liaise and co-create with John Thorogood. RP said he would write to relevant councillors for funding. AG added that we should provide refreshments at consultations, and would need funding for these also. RP recommended that we ask for this funding in advance, not send in a bill later.

6. QUESTIONNAIRE & NEWSLETTER

There was discussion on the look and layout of the Newsletter/Survey and precisely what information should appear on it, including which, if any, logos should be included. IC thought we should emphasise that this is to be a community-led plan, even though Government and Councils are in effect paying for it, and that in the present 'climate' the further we could appear from any council involvement the better. AG countered that councillors were putting energy, time and ideas into the project. CN suggested that once we had started the ball rolling, we should step back and let the community take over. It was finally agreed to have DCT, ETC and EDDC logos on the back page as well as to credit Tim Mann, the graphic artist who would be designing the exterior sides and the newsletter portion. RP was to request £5000 from ETC Finance Committee for production and delivery of the newsletter/survey. AG thought that the VAT element of our costs should be recoverable.

7. COMMUNITY ENGAGEMENT OPEN DAY 28 APRIL: PREPARATION & MANAGEMENT

RP volunteered to arrange a meeting with TS to discuss materials and all other issues concerning the Open Day. IC, PS, AG, CN and RM expressed an interest in attending this meeting (maximum of six people.)

8. ANY OTHER BUSINESS

1. IC handed round short histories of all wards.
2. RM informed us that he had updated Trello.
3. Members were reminded to book their ward consultation dates and venues as soon as possible, and that no dates should clash. Dates to avoid therefore were currently: 20th, 21st, 25th and 26th May.
 - **Please inform TC as soon as you have booked your dates, times and venues so that these can be circulated.**
 - **Please also detail the costs of venue hire, etc so we can keep a close eye on our expenditure.**
4. **Members were also asked to inform TC once they had confirmed places (e.g. shops) where residents could drop off their completed surveys.**

9. NEXT MEETINGS

Wednesday 20th April: NPSG meeting, 10.30 – 12.00, Council Chamber

Wednesday 18th May: NPSG meeting, 10.30 – 12.00, Council Chamber

Wednesday 29th June: NPSG meeting, 10.30 – 12.00, Council Chamber

Wednesday 20th July: NPSG meeting, 10.30 – 12.00, Council Chamber

10. WARD CONSULTATION DATES

Town: Friday 20th May, 12 noon – 8.00pm, Council Chamber
Town: Saturday 21st May, 10.00am – 4.00pm, Council Chamber
Littleham: Wednesday 25th May, Littleham Village Hall
Littleham: Thursday 26th May, Rolle College

11. SUMMARY OF ACTION POINTS

1. RP to send Sean Keywood of the Exmouth Journal the content of the NP survey with a view to Sean writing an article contextualising it.
2. AG to arrange a consultation with David Bennett of Devon Cliffs.
3. RM to send NPSG members a password for the Facebook page, and to remove unhelpful comments from the NP Facebook page.
4. RM to liaise and co-create social media plan with John Thorogood.
5. RP to write to relevant councillors for funding
6. RP to request £5000 from ETC Finance Committee for production and delivery of the newsletter/survey.

The meeting concluded at 1.20pm.