

## EXMOUTH TOWN COUNCIL

### NEIGHBOURHOOD PLAN STEERING GROUP (NPSG)

#### Notes of the 8th meeting, held at 10.30am on Wednesday 20<sup>th</sup> April 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 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
Tim Clatworthy	TC	NP Project Administrator ('ENPPA') & Note-taker

#### 1. APOLOGIES

Lisa Bowman	LB	Exmouth Town Clerk
Councillor Mark Williamson	MW	Champion of Neighbourhood Planning for East Devon
Councillor Pat Graham	PG	Exmouth Town Councillor, Town Ward
Councillor Pauline Stott	PS	Exmouth Town Councillor, Halsdon Ward

#### 2. NOTES OF LAST MEETING

These were accepted as being correct.

#### 3. MATTERS ARISING FROM LAST MEETING

**BUDDIES:** CN has asked Cllr Jeff Trail to be her principal buddy, with the other Brixington Councillors being willing to step in when necessary. BB has asked Councillor Steve Gazzard to be his buddy.

**WARD MEETINGS:** It was pointed out that a reliable method of taking notes at ward consultations needed to be detailed, and that the method should be consistent across all wards, as the notes will need to stand properly in our audit trail. RM reminded us that he was happy to photograph post-its and other comments.

**STAKEHOLDERS:** RP reported that for the Federation of Small Businesses, Mr. Page-Turner would be a key consultee, alternatively Michael Green or Alec Wren.

#### 4. FINANCIAL REPORT

RP gave an overview of the financial position and explained that details of specific items were to be clarified for formal presentation. It was noted that NPSG can apply for a DCLG (Dept. of Councils of Local Government) grant but we will have to be very specific in what we request, and consequently we should only make an application once we have firmed up our specifics. We will need to decide by June which consultant(s) to choose.

## **5. FURTHER WARD INFORMATION UPDATES**

At the time of writing the collection points are:

BRIXINGTON: Co-op, Churchill Rd.

HALSDON: Rivermead Post Office; Shell Garage, Exeter Rd.

LITTLEHAM: Littleham Cross Post Office; Cranford Club, Salterton Rd; Rolle Medical Centre, Claremont Grove.

TOWN: Town Hall; Library, Exeter Rd; Harbour News & Gifts, Pierhead; Main Post Office, 4-6 Chapel Street; Carol's Bakery, 45 St Andrews Road.

WITHYCOMBE: Radcliffe House, Burnside.

At the time of writing the first round of Ward Consultation dates and venues are:

BRIXINGTON: 27 May: (2.00 – 8.00pm) at Brixington Community Church

BRIXINGTON: 7 June: (9.00am – 5.00pm) at Palmer House, Fraser Road

HALSDON: 2 June (2:30 – 4:30 pm & 5:30 – 8.00pm) at Withycombe RUFC

HALSDON: 9 June (2:30 – 4:30 pm & 5:30 – 8.00pm) at Littlemead Methodist Church Hall

LITTLEHAM: 26 May (2.00 – 4.00pm and 6.00 – 8.00pm) at Rolle College

LITTLEHAM: 3 June (2.00 – 4.00, 6.00 – 8.00) at Clayton House, Salterton Road

TOWN: 20 May (12:00noon to 8pm) in the Town Hall

TOWN: 21 May (10.00am – 4.00pm) in the Town Hall

WITHYCOMBE: 16 May (6.00 – 8.00pm) at Country House Inn, Withycombe Village Rd

WITHCOMBE: 27 May: (2.00 – 8.00pm) at Radcliffe House, Burnside

RP offered to attend as many Ward Consultations as possible, but pointed out that they were the Ward Councillors' meetings, so it was up to them to decide how to run each of their consultations. Each Ward Consultation should include both pan-Exmouth information as well as Ward-specific information. Furthermore Councillors would be responsible for collecting Surveys from their Ward collection points.

## **6. NEWSLETTER & PUBLICITY UPDATES**

RP was due to be interviewed on Bay FM on 27 April, following brief news reports and interviews on that station and Radio Exe during the previous week.

The Group thanked RM for his article and other contributions to digital media publicity.

The website address – [www.exmouthneighbourhoodplan.uk](http://www.exmouthneighbourhoodplan.uk) – should appear on all our publicity from now on.

## **7. SEPARATE NP SURVEY PUBLICITY IN EXMOUTH JOURNAL & HERALD ON OPEN DAY, 28 APRIL**

RP agreed to draft a press release for Sean Keywood (EJ).

It was hoped to have a front-page strap line in the EJ reminding people of the open day, but this proved impossible, as front page items are booked up many months in advance.

AG suggested RP write a letter, as the letters pages were the most-read section of the paper.

## **8. BRAINSTORM FOR POSSIBLE FAQs RE SURVEY & NP IN GENERAL**

TC asked if the group could envisage possible recurrent questions and suggest answers, to help ease the pressure at Reception as well as to provide consistent and accurate answers. Question suggestions included the following:

1. What's in it for me?
2. How much is it going to cost?
3. Who's paying for all this?
4. What if something's already got planning permission?
5. Hasn't all this been done before?
6. The Council never listen, why would they bother now?

Answer suggestions included:

1. All new developments will be obliged to pay a levy to ETC, who will be able to use those extra funds to help create the Exmouth that Exmouth residents say they want in their Survey responses.
- 2, 3. £9,000 will come from ETC; the rest from Government. Government have already contributed towards the creation and analysis of the Survey, Open Day, and the Ward Consultations to come. The cost of compiling this Plan will be minimal compared to what the town will get back in terms of levies over the time the Plan is in force; all of which can be used for what the town says it wants.
4. We cannot overrule a development that already has planning permission, but we will be able to influence future proposals.
5. No, there has never been an Exmouth-only plan before, nor has there been a plan which has first asked Exmouth residents for their views before writing a word of the plan.
6. The reason for delivering this survey to every residence in Exmouth is because we DO want to listen to the views of the townspeople. This is one of the major differences between Exmouth's Neighbourhood Plan and other planning that has gone before.

RM offered to collate questions and answers on the website.

AG asked if TS could obtain for us 20 copies (one for each member of the NPSG, plus one for each buddy) of CPRE's publication, "How to Shape Where You Live: A Guide to Neighbourhood Planning".

CN suggested that Reception staff should refer questions to Councillors. AG added that those who were internet-friendly could read our website article and also read NPSG meeting notes.

## **9. COMMUNITY ENGAGEMENT OPEN DAY 28 APRIL: FURTHER PREPARATION & MANAGEMENT**

TC expressed his thanks to AG, MW and RM for practical suggestions, and in particular to AG and CN for their hands-on help with the planning and preparations for this event.

It was suggested we engage our Town Crier to advertise on the day, but it was discovered he would be on holiday abroad at the time.

RP thought that if certain areas gave rise to enough particular comments (on post-its for example), then an appropriate key player should be invited to the relevant ward consultation. IC suggested that each ward should create their own working parties; AG added that key players should be invited to ward consultations (e.g. Darren Hicks on behalf of Devon Cliffs) and should be chosen and invited as soon as possible. IC added that we should really chase up the Chamber of Trade and Churches Together, that it was essential that we had their representatives at future meetings: currently we did not have the balance of representatives we would ideally choose, and an independent examiner might ask, 'Why are no Churches involved?'

## **10. ANY OTHER BUSINESS**

BB asked if we would be breaching the terms of the process by analysing data received after 9<sup>th</sup> May. RP replied that no ***closing date*** has been given, merely a request to return items by 9<sup>th</sup>. Martin Parkes will start the analysis in mid-May but late returns will be accommodated.

BB commented that EDDC solicitor Henry Gordon-Lennox was trying to bring forward the Queens Drive hearing; and thought that NPSG should have a game plan for the ETC AGM on 23<sup>rd</sup> May. AG replied that the AGM was led by the Mayor and it was intended to be a procedural occasion.

NPSG wanted to formally record their appreciation to the external bodies who contributed to the design, production and delivery of the Newsletter/Survey:

- Martin Parkes of Devon Communities Together, who helped design the questionnaire and has agreed to analyse the data from it;
- Tim Mann, the graphic artist who created the very popular and attractive design of the newsletter/survey over a weekend;
- Mike Tierney and Acanthus Press, printers, who produced 17,000 high quality newsletters/surveys in just 2 days;
- Alan Marriott and Dor-2-Dor for delivering approx. 16,000 surveys in 4 days; and
- Tim Spurway of EDDC for his expert advice throughout the process.

## **11. NEXT MEETINGS**

**Wednesday 18<sup>th</sup> May:** NPSG meeting, 10.30 – 12.00, Council Chamber

**Wednesday 29<sup>th</sup> June:** NPSG meeting, 10.30 – 12.00, Council Chamber

**Wednesday 20<sup>th</sup> July:** NPSG meeting, 10.30 – 12.00, Council Chamber