

## EXMOUTH TOWN COUNCIL

### NEIGHBOURHOOD PLAN STEERING GROUP

Notes of 25th meeting, 10.00am Tuesday 26 September 2017, Exmouth Town Council,  
44 Rolle Street.

#### Action Points in Yellow

#### PRESENT

|                 |     |   |
|-----------------|-----|---|
| Roy Pryke       | RP  | NPSG Chairman   |
| Ian Cann        | IC  | NPSG Vice-Chairman  |
| Brian Bailey    | BB  | Exmouth Withycombe Ward Councillor  |
| Lisa Bowman     | LB  | Exmouth Town Clerk  |
| Keith Bungay    | KB  | NPSG  |
| Bruce de Saram  | BdS | Exmouth Littleham Ward Councillor   |
| Pat Graham      | PG  | Exmouth Town Ward Councillor  |
| Ann Howard      | AH  | NP Administrator  |
| Rob Masding     | RM  | Transition Exmouth  |
| Cherry Nicholas | CN  | Exmouth Brixington Councillor   |
| Pauline Stott   | PS  | Exmouth Halsdon Ward Councillor   |
| Mark Williamson | MW  | Lead Councillor, Neighbourhood Planning for East Devon, & Littleham Ward Councillor |

#### IN ATTENDANCE

|                |    |      |
|----------------|----|------|
| Claire Rodway  | CR | EDDC |
| Philip Twamley | PT | EDDC |

#### 1. APOLOGIES

|                      |    |                     |
|----------------------|----|---------------------|
| Rev. James Hutchings | JH | Churches Together   |
| John Thorogood       | JT | Chamber of Commerce |

#### 2. NOTES OF LAST MEETING

The notes of the meeting 29 August 2017 were received as a correct record.

#### 3. MATTERS ARISING FROM LAST MEETING

The NP banners have been found.

#### 4. Financial Report

A DCLG grant application was made for the first £9,000 of funding. £5370 has been awarded, which will cover most of the costs of the Ocean consultation event, room hire, print costs, design time and community events. DCLG were not happy to support finance of the video or social media campaign.

ENP is eligible for the additional enhanced grant of £6000, (there is £9630 remaining that can be applied for). There needs to be a conversation before the application, to ensure DCLG are happy with the items we are applying for funding for.

There is £6626 remaining in the ETC budget for this financial year.

There is confirmation that ENP qualifies for free technical support - environmental assessments and "health inspection".

IC told the meeting he felt there was justification for video engagement before the referendum.

Expenditure on Martin Parkes as a consultant has been approved by DCLG, he will assist with the Conditions Statement as well as redrafting of policy proposals, community actions and refining the CD into draft NP style.

## **5. Review of Consultation Process in August and September**

The Consultation day at Ocean was considered a success. 365 members of the public signed in.

RP tabled a report by Loop describing the social media process and coverage to 19.9.17.

The use of social media was precipitated by the need to engage the younger age groups. There was a mini campaign in August followed by an intensive campaign in September.

The Consultation Statement should include the Loop report.

Good PR is also needed for the Referendum, possibly with a shorter video and further Facebook exposure.

RM told the meeting that there were 3500 visits to the NP website during September, peaking at 450 on 18<sup>th</sup> and 325 on 19<sup>th</sup>. There were 378 requests for the CD, but only 9 for the comments form.

The Q&A page on the website can be extended to answer questions raised during the Facebook campaign.

Rob Murray, Economic Development Officer at EDDC, will be approached for support with the Economy and Employment chapter.

It was raised that FOI requests involving the Comments Forms should be redacted copies, but names can only be shown if this is indicated on the form itself.

Too few people attended the Ward Drop-ins but helpful conversations occurred.

Councillors please email to AH a short report on their drop-in sessions.

Any photos taken of NP consultation publicity to be sent in for the records please.

## **6. Process for transitioning to Draft Plan**

IC has gone through 110 Comments Forms from Ocean, the library and ETC reception. 50% of the comments were already covered by the Consultation Document.

IC tabled a paper explaining how the assessment of comments is to be processed.

The next stage in the process is to analyse the comments received on the official Comments Forms. This will require some expert analysis, to distil points to carry forward as amendments to the Draft Plan. It is expected that by the end of September we will receive about 200 forms, with probably about 20 comments on each chapter.

'Specialists' are to be asked to assess the comments in their specific field, in order to make changes. The aim is to complete this by 6 October.

It is not anticipated that this will be a substantial piece of work, just each page and paragraph of the Consultation Document identified, followed by the suggested amendment.

The response to each comment will be added. It was mentioned that preventing further McCarthy and Stone developments should be included.

## 7. Next Phase of Activity

Outline Timetable and Specific Dates

### October

- Decide on basic format and layout of plan
- Decide on land use policies, separate from community action
- Draft Policies and Community Actions (CR told the meeting that the NP can allocate affordable housing as a precedent has been set.)
- EDDC advice on Environmental Impact Assessment and Habitat Regulation Authority approval. (EDDC has scope to see if these documents are needed, if anything in the Plan impacts on the environment. Funding obtained from DCLG will cover consultants for this. EDDC will aim to consider this by early November.)
- Newsletter 4

### November

- Prepare Basic Condition Statement and Consultation Statement
- Check conformity with EDDC Local Plan

### December

- Gain ETC endorsement
- Newsletter 5

### January

- Pre-Submission Consultation (six weeks). (This is carried out by NPSG, EDDC will provide a list of names to consult plus local consultation.)

### February

- "Health Check" on final draft plan
- Submission of Draft Plan by ETC to EDDC with supporting documentation. (Once submitted EDDC do another 6 week consultation, put comments on their website and forward to the examiner. EDDC appoint an examiner as soon as the NP is submitted, they look for an examiner who amends policies rather than deletes them.)

### March

- Independent examiner reports

### April or May

- Referendum

There will be a meeting with Martin Parkes on 25.10.17.

The next DOP Group will take place on 10.10.17.

Meeting of RP, IC and LB with Lee Rix of Clinton Devon Estates 13.10.17 at 2pm.

## 8. Any other Business

### 8. Dates of Future Meetings

October 24

November 21

December 19

**Next meeting:**

Tuesday 24 October at 10am at 44 Rolle Street

The meeting closed at 11.50am.