

EXMOUTH TOWN COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP

Notes of 29th meeting, 10.00am Tuesday 13 February 2018, Exmouth Town Council meeting room, Town Hall.

Action Points in Yellow

PRESENT

Roy Pryke	RP	NPSG Chairman
Ian Cann	IC	NPSG Vice-Chairman
Bruce de Saram	BdS	Exmouth Littleham Ward Councillor
Ann Howard	AH	NP Administrator
Rev. James Hutchings	JH	Churches Together
Rob Masding	RM	Transition Exmouth
Pauline Stott	PS	Exmouth Halsdon Ward Councillor
Mark Williamson	MW	Lead Councillor, Neighbourhood Planning for East Devon, & Littleham Ward Councillor

1. APOLOGIES

Brian Bailey	BB	Exmouth Withycombe Ward Councillor
Keith Bungay	KB	NPSG
Philip Twamley	PT	EDDC
John Thorogood	JT	Chamber of Commerce

2. NOTES OF LAST MEETING

The notes of the meeting 9 January 2018 were received as a correct record.

3. MATTERS ARISING FROM LAST MEETING

4. Window for applying for the next grant is closed until April 2018 when a new application will be made.

5. There was a good discussion at the Special meeting of ETC. Several members of SES stayed throughout, it showed the breadth of items covered by the Plan.

RP explained the response to ETC concerns and changes that had been made, which were all agreed and ratified by NPSG.

Extract from the Town Council meeting on 5th February 2018

C18/017. COUNCIL MEETING MINUTES

The minutes of the meeting of the Town Council held on Monday 8th January, 2018 and the minutes of the Extraordinary Meeting held on Monday 22nd January 2018 were agreed and noted as a true record.

C18/018. MATTERS ARISING FROM THOSE MINUTES

It was confirmed that that the Neighbourhood Plan Steering Group will consider the comments made at the Extraordinary meeting

6. There has been a limited response to IC's request for photographs. Photos are still needed for all chapters apart from Natural Environment. BdS will take pictures of Maer Valley from Elm Lane and Cyprus Gardens. AH to send out further email.

4. Financial Report

Second DCLG grant application to be made after 1 April 2018.

5. Process to Referendum

2. There has been a formal response from Phil Twamley, EDDC, re the screening for impact assessment. He is of the opinion that there is no need for SEA or HRA reports.

3. Additions to list of consultees are Civic Society, ECA, Churches Together, Transition Exmouth. **RM will try to discover contact details** for new owners of Bystock House.

4. TIS to be hold hard copies also.

RM will contact John Thorogood and ask him to put details on Positive Exmouth.

6. **AH to re-book advert** in the Journal.

9. Martin Parkes is to help with the Consultation Statement.

PT to be asked to recommend someone for assistance with the Basic Conditions Statement.

12. IC raised concerns over the delay and cost in embarking on a Health Check. MW said that if it does not delay the process he is inclined to keep it in. **MW to discuss with PT** and provide an answer next week.

13. PT will try to get the work completed by EDDC in 4 rather than 6 weeks.

14. Cabinet meeting is 4.7.18 not 27.6.17. More clarity is needed from PT on dates for items 13 and 14.

IC asked for clarity on where the comments from EDDC's 6 week consultation are sent, to EDDC or the Examiner?

Draft of Newsletter 5 was discussed. Agreed to use Tim Mann, graphic designer, to create a newsletter with the items in sun bubbles and a reduction in the amount of copy.

9. Proposed Dates of Future Meetings:

Tuesday 13 March 2018 at 10 – 11:30 in Exmouth Town Council meeting room at the Town Hall

Tuesday 17 April 2018 at 10 -11.30 in Exmouth Town Council meeting room at the Town Hall

Tuesday 15 May 2018 at 10 -11.30 in Exmouth Town Council meeting room at the Town Hall

NP Process to Referendum - Amended at NPSG on 9.1.18

1. Endorsement of ETC on **22 January**
2. Obtain informal opinion from EDDC on whether the Plan requires SEA (Environment) or HRA (Habitat) NOTE: these are unlikely to be needed.
3. **Regulation 14 – Pre-submission:** Publish and Publicise on **1 February** to statutory consultees. EDDC will supply list of consultees. NPSG agreed it should include: DCC, neighbouring Parish Councils, the Environment Agency, Natural England, Historic England, Exe Estuary Partnership, National Trust, EDDC, Community Organisations, Bystock, CDE, Devon Cliffs (*Nigel Lee*), Carters, Eagle Investments.
4. Hard Copies available at ETC, Library, EDDC reception (Sidmouth and Exmouth). Principle of Exmouth Community College and on ETC web-site with QR (Barcode).
5. Leaflet for display showing main aims and policies
6. Copies available for collection or for appropriate distribution
7. Comments to be submitted by 6-week deadline **9 April**
8. Conscientious consideration by NPSG of any comments: decisions and reasoning to be formally recorded for Consultation Statement at NPSG **17 April** – brief report prepared summarising comments received and modifications made to the Plan
9. Complete and finalise Consultation Statement and Basic Conditions Statement **by end April**
10. Discussion between ETC and EDDC about any concerns on these two statements to be completed by **11 May**.
11. **Regulation 15 – Submission:** ETC submits the NP and supporting documents to EDDC. EDDC check whether the proper legal process has been followed by **23 May**.
12. **Regulation 16 – Publicising a plan proposal:** EDDC publicises the Plan for 6 weeks and receives all representations, which are published on EDDC web-site). **EDDC report to cabinet to approve EDDC response (see cabinet deadlines below). NOTE: Report to EDDC (PT) by 23 May**

13. **Regulation 17 – Submission of plan proposal to examination:** EDDC appoints Independent Examiner to report (allow 6 weeks to process once all representations from Regulation 16 stage are received).
14. Referendum – In accordance with The Neighbourhood Planning (Referendums) Regulations 2012. All documents must be publicised by EDDC for 28 days (**during September 2018**) prior to date of referendum **in October**
15. EDDC Neighbourhood Planning Officer reports referendum results to cabinet to make the plan (see cabinet deadlines for reporting).

If the submission to EDDC is made by 23 May, EDDC will be able to submit a report to Cabinet on 6 June for Cabinet meeting on 27 June. The report to cabinet includes all internal EDDC consultation. Wider consultation will last six weeks from the date of submission. After allowing three extra days for administration processes, the Consultation will therefore end on 6 July.

Once the Cabinet meeting has approved the EDDC response on 27 June, EDDC will send the NP to examination. Allowing 6 weeks for examination from end of consultation period takes us to **17 August**. In this scenario the referendum would be most likely take place in **early October**.

To bring the referendum to proposed October deadline the Plan will have be submitted no later than 23 May.