

SIDMOUTH TOWN COUNCIL



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Minutes of the Sid Valley Neighbourhood Plan Steering Group Meeting
6th December 2016 7.30- 10pm
Venue STC Offices

1. Present

Graham Cooper, Jeremy Woodward, Deirdre Hounsom, Louise Cole, Peter Murphy, Tim Salt, Andie Miles, Clare Russell, Ian McKenzie-Edwards, Jonathan Davey, Richard Thurlow, Michael Earthey

2. Apologies

Daniel Turner

3. Minutes of 14th November 2016

Minutes were agreed and are on the NP page of the STC website.

4. Welcome & Update of SG Activities

DAH provided an update on activities since the last meeting:

- Project Plan – the plan showing activities for the next 6 months was displayed
- DH explained that planning for the Know Your Place Event has been taking shape.
 - It will take place on 27th January 2017 and Kennaway House has been booked for the day and into the evening.
 - It's likely to be an all-day event with flexibility built in to extend into the evening.
 - It's envisaged that there will be around 60 invitees from across the community – all of whom will be invited because of the expertise or experience they can bring to the process.
 - A provisional invitee list is on Basecamp and SG members were asked to review and identify any omissions
 - Current thinking is that it will utilise tables of 10 consultees which will require SG members to facilitate, supported by CE
 - Some Q2 questions could be tested with this group
 - Aiming to send out invitations by 12th December
- Second Household Questionnaire – Aim is to be in a position to send out questionnaire by mid/end-February 2017

- Will use Royal Mail to deliver the questionnaire but will need to find a way to cover Sidbury as Royal Mail is unable to.
- Suggestion of a 4 week timeframe with an option to extend
- Would see responses collated by the beginning of April
- Young People's Survey – TS provided an update
 - All of the surveys are out with schools in the Sid Valley area and should be completed by 9th December
 - AM has ensured that SV area pupils at schools outside the area should have access to the survey
 - It's anticipated that we could have up to 1500 surveys to analyse
 - DH would like this task to be completed by 6 January 2017
 - TS will be creating worksheets and instructions to go with packs of questionnaires for analysis. The help of the SG will be essential in ensuring that the analysis is completed efficiently, accurately and to time
 - As soon as the packs of questionnaire are ready to collect he will contact the SG for their support

5. Vision statements – Louise Cole

- SG members had over the last 2 weeks submitted their personal visions for the NP and CE had created a composite from all of these. Both versions were made available at the meeting and previously through Basecamp.
- Need to understand the parts of these visions that people wished to retain and take forward and LC read out vision statements from St Ives and Frome NPs to illustrate different styles of presentation.
- A round-table exercise was carried out where members of the SG had a minute to present the key elements of their personal vision statements. There was general agreement that the vision needed to be brief, clearly written and something that provided an overview that would lead on to underlying objectives, policies and community aspirations.
- **Action It was agreed that SG members would identify phrases from the collated SG vision statements that they consider to be significant. These will feed into a draft group vision that DH and LC develop and share with the group.**

6. Policy Direction – Policy Areas & Team Owners - Louise Cole

The purpose of this item was to ensure that the SG members were happy with the theme groups, understood what evidence would be required and where to find it. The formation of the groups was essential to the work of the NPSG from now on and will see each group reporting progress to the rest of the SG at future meetings.

The leader of each group will be responsible for keeping in touch with other members, making sure that the team is on track and arranging meetings. They are not responsible for writing policies – they are there to ensure that the group stays on track.

Each theme area was reviewed in turn and the following groupings were confirmed:

Built Environment

- RT to lead, JW, GC
- Support from Creating Excellence

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Natural Environment

- IMcE to lead, GC, JW

Housing

- ME to lead, DT, JW
- Support from Creating Excellence

Economic Resilience

- PW to lead, JD, JW

Community & Culture

- Am to lead, DH, CR

Transport

- PM & CR to lead jointly

Eastern Town

- RT to lead, JW, GC

Gathering Evidence

The key to this team structure is in identifying the evidence required to support emerging policies. RT suggested that the Local Plan would be a good resource to start with as it details sources of information used in the preparation of the Plan.

LC set out the evidence gathering process as:

- Remember – the NP will not include policies covered by the LP or other regulations. Start by seeing what the LP says about the themes already identified. Knowing which Local Plan strategic policies the themes align with and which themes are already covered by policies in the local plan and other planning policy protections is essential as a preliminary exercise, as we will need to refer to these in our Neighbourhood Plan. This will avoid duplication of effort where we are already happy with the policies in place.
- Use the LP evidence as detailed above and identify gaps
- Match the themes and sub-themes with what respondents said – identify what further evidence is needed
- Use the evidence from Q1 and BSIG about what people said and use this to identify
- Use the evidence that has been provided in the evidence matrix and build on this

LC will take an overview of activities taking place across all of the teams.

7. AOB

Meeting Structure Going Forward

There was general agreement that from January 2017, 2 meetings a month are required and will provide the opportunity for groups to update each other on progress within the teams. A process needs to be agreed to ensure that SG members can feed into the agenda.

Date of next meeting – Tuesday 10th January 2017, 7:30pm