

SIDMOUTH TOWN COUNCIL



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Minutes of the Sid Valley Neighbourhood Plan Steering Group Meeting
14th November 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, Daniel Turner, Richard Thurlow

2. Apologies

Michael Earthey.

3. Minutes of 18th October 2016

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

4. Welcome & Update of SG Activities

DAH welcomed Cllr Jeff Turner to the meeting then provided an update on activities since the last meeting:

- Budget – LC provided an updated spreadsheet detailing income and expenditure to date and projected expenditure to October 2017. The projection for the future includes a generous contingency and expenditure on consultancy but still comes in under budget.
- Developing protocols for research, reporting and development of policies – the protocols suggested by RT are still being worked on and will be shared with the steering group as soon as possible.
- Transport – Stuart Hughes is chairman of Devon County Council East Devon Highways & Traffic Orders Committee and has been invited to attend the next steering group meeting on 6th December to provide an update on an ongoing traffic survey and how that links with the NP evidence gathering
- Evidence Matrix – DAH has asked AM to lead on this work which is to develop a table which identifies sources of information for each of the Themes which steering group members can use as part of their evidence gathering activities.

- Business & Special Interest Groups Survey – TS reported that 104 responses had been received, a response rate of around 22% and that he was making good progress on the analysis which he hoped to be able to share with the steering group next week.
- LC fed back on the meeting of the Young People’s Advisory Group held at STC with the 4 Sid Valley schools on the 12th November. The group reviewed the draft surveys and tested the questions facilitated in small groups by LC, ME and AM. AM is writing up their comments for LC to liaise with the graphic designer to prepare for printing. All schools have agreed to the children completing them in school time. JD is liaising with LC re a press release to coincide with their launch. Vouchers are being sought to add on the back cover to help engage with parents as this part will be taken home and provides a marketing opportunity for Q2.

5. Presentation & Discussion to Define Policy Areas in Neighbourhood Plan – John Slater

- Neighbourhood Planning is about use and development of land. Anything outside of that definition falls under “community aspirations” as an annexe to the main plan.
- The group needs to develop a vision about what it wants the NP to achieve over the next 15-20 years. The vision is the hub that everything else comes from and sets the agenda for the work that feeds into it. When developing the vision, the group should consider:
 - What’s important?
 - What do you want to protect?
 - How will you create sense of distinctiveness from shaping of policies?
 - What is in the Local Plan that the group is happy with?
 - What does the group want that isn’t covered by the local plan?
- From the vision decide on the objectives that will deliver the vision and then develop policies, based on evidence, that will deliver the objectives and in so doing, the vision.
- All the policies in the NP must be based on evidence. For example, if sites are chosen for development there must be evidence to support that decision. If the NP wants to stipulate a higher percentage of 2 bed affordable homes demographic evidence will be required to support that policy. Must be able to say what the problem is that the NP is attempting to solve. Horsham NP was quashed because it made unreasonable conclusions about traffic problems without an evidence base to support them.
- Impact of Local Plan on NP
 - The NP can’t undermine anything in the Local Plan. It can propose additional sites for development in the Local Plan but can’t propose alternative sites or reduced numbers. Also it can’t deviate from the strategic policies of the Local Plan, for example AONB land.
 - A NP policy is only needed if it’s not already included in the Local Plan (or covered by existing building regulations)
- The Town Council is not permitted to promote the adoption of the NP prior to referendum but is responsible for agreeing to the submission of the plan to EDDC
- Parking – the NP can allocate land for parking but it can’t specify charges. It can however have a view.
- Each theme was discussed to identify potential policy areas from the items already identified by the group, excluding those that are not NP, or already included in the Local Plan or Building Regs:

Built Environment

- Sustainable development
- Historic buildings – degree of harm from development v significance of the assets
- Built up area boundaries

- Public spaces and townscape assets – can protect but can't manage e.g. seagulls, litter
- Design & local distinctiveness – highlights importance of creating a design guide (Creating Excellence's area)
- Brownfield sites – e.g. policies that encourage use for housing
- Renewable energy – but NP has to understand if it's for or against

Natural Environment

- Ecology (bio)diversity – wildlife habitats – related to endangered habitats or species (covered by existing policies)
- Light pollution – policies would fall into 2 areas; preserving the night sky where this currently exists and preventing nuisance to residents from lighting. Both policies would seek to limit the impact of lighting from a new development.
- JS commented that this needs to be shown in the vision as of such significance – but less likely to need a policy due to existing protection

Housing

- Local housing needs – e.g. a St Ives type of policy re second home ownership or any other issue – needs evidence
- Affordable housing – Local Plan stipulates a %. Will need evidence to suggest a higher figure. Government due to issue new guidance on starter homes and right to buy. Announcement in Autumn Statement
- Windfall – includes any development that comes forward that is not already in the Local Plan
- Residential conversions i.e. converting to provide smaller accommodation
- Infrastructure (utilities) – stipulating that infrastructure has to support new development. Areas like pressure on healthcare is out of NP scope
- Second homes – restricting right to buy is possible but would require evidence
- JS said there is a new Housing White Paper and Starter Homes Announcement to be released soon, so one to be aware of as will flag any changes to the National Planning Policy Framework (NPPF)
- Social infrastructure – i.e. pressure on local services caused by new housing development
- Residential Institutions – e.g. developments that provide care and therefore staff who also require housing and services

Economic Resilience

- New Employment Land – can only influence within limits of land use stipulated in the Local Plan
- Retail – cannot specify type of retail and change of use is already covered by planning policies but:
 - It's possible to have a policy which prevents saturation of one type of outlet. For example, where 2 neighbouring fast food outlets currently exist and the greengrocer next door wants to change use to a kebab shop – it should be possible to have a policy that would prevent this.
 - A policy to resist change of use from a retail outlet to residential where this would change the nature, and would have a detrimental impact on, the community. Not to be confused with Register of Community Assets which comes under district council jurisdiction

- It's possible to have a policy which a specific type of retail activity where there is none currently exists or is under represented e.g. to encourage farm shops in the countryside
- Tourism – e.g. policies around change of use e.g. hotels

Community & Culture

- Health & wellbeing
- Balanced community – needs much evidence to support
- Culture & entertainment – policies around change of use e.g. retaining cinema
- Leisure facilities & recreation spaces
- Safe town & crime prevention – planning policies which lead to a safe town

Transport

- Pedestrian access to town spaces
- Footpath, bridleways and cycleways – linking to existing from new developments
- Parking – can allocate a site

Eastern Town

- Policies will develop in line with the regeneration brief but should take account of local needs for use e.g. beach use for launching boats, lifeboat, gigs and sailing boats etc.

John Slater will work with the NP Steering Group on an ongoing basis providing advice about policy development. In preparation for this he will identify the strategic parts of the Local Plan to share with the SVNPSG.

10. AOB

Evidence Base – it was clarified that at this point those with an allocated area are starting to look at and find the evidence that exists in a particular thematic area – not drafting policies as this is to be established as a group firstly – which will then help to focus the evidence base research. The matrix table currently being worked on will start to document what exists ahead of any analysis which will be needed to support policies.

Creating Excellence – work to finalise the brief is ongoing following a second meeting with them to shape the work to fit with the SVNP project timeline.

Drafting individual visions to start to shape a collective vision. This will help to start to bring together holistically what our NP will drive towards through its policies.

Action: It was agreed that everyone would submit their own draft vision statement by Wednesday 30th November. They will then be collated and used to kickstart a discussion at the next meeting on Monday 6th December. This will be the start of the visioning process to lead to the development of our NP objectives, from which will flow the policies.

Action: We also agreed that a session to brainstorm potential policies would be helpful to direct the next stage of evidence gathering. Both items will be on the next meeting agenda.

Date of next meeting - Monday 6th December 2016, 7:30pm

Sid Valley Neighbourhood Plan Budget Projection - allocated over 3 years (2015, 2016, 2017)																
Original Projection																
Community Consultation		5,000.00														
Consultancy & Administration		35,500.00														
Graphic Design & printing		5,500.00														
Total Project Cost		46,000.00														
Expected grant income		6,000.00														
STC underwrite		40,000.00														
Income																
	Note	2016	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Totals	Nov-15
Grants																
EDDC		2,000.00														0.00
Locality: Q2 - printing/post/graphic design, YP survey printing @ £4150 + Consultancy@ £4700	Spent by March 2017	8,850.00														0.00
STC		35,150.00														0.00
Fundraising																
Donations																
Total inflow																
		46,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenditure																
		01/04/2015 - 31/10/2015	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Totals	April 2016 - Nov 2016
Community Consultations	Q1, Rdshows, BSIG Survey	3,506.77													0.00	3,506.77
Q2 return post allowance							300.00								300.00	
Q2 distribution to Sidbury							250.00								250.00	
Q2 Postage							800.00								800.00	
Young People's Survey Prizes				600.00											600.00	
Know Your Place Event					300.00										300.00	
Landowners Event					150.00										150.00	
Pre-Submission public mtg													150.00		150.00	
Referendum event													150.00		150.00	
Contingency														1,000.00	1,000.00	
Consultancy & Administration		3,718.77	500.00	500.00	500.00	1,000.00	500.00	1,000.00	500.00						4,500.00	3,718.77
NP Consultant Adviser															0.00	
Housing Needs Survey					3,000.00										3,000.00	
Place based analysis (focus groups, landowners mtg, report, expenses)			1,990.00		2,935.00	2,885.00		1,890.00							9,700.00	
NP Administrator			500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00	
Stationery			50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00	
Contingency														3,000.00	3,000.00	
Graphic Design & Printing		2,235.89														2,235.89
Graphic Design			250.00	250.00		250.00	250.00						250.00		1,250.00	
YPs survey printing			500.00											250.00	750.00	
Q2 Survey printing						800.00									800.00	
Focus groups printing					200.00										200.00	
Presubmission printing													150.00		150.00	
Referendum printing														150.00	150.00	
Contingency														1,000.00	1,000.00	
Total outflows		9,461.43	3,790.00	1,900.00	7,635.00	5,485.00	2,650.00	3,440.00	1,050.00	550.00	550.00	550.00	1,250.00	5,950.00	34,800.00	9,461.43
Net cash flow		36,538.57	-3,790.00	-1,900.00	-7,635.00	-13,120.00	-15,770.00	-19,210.00	-20,260.00	-20,810.00	-21,360.00	-21,910.00	-23,160.00	-29,110.00	44,261.43	-9,461.43
Surplus															1,738.57	
Total Project Cost															46,000.00	
	Line Item Totals			2016	2017	Total Project										
	Community Consultations			3,506.77	3700											
	Consultancy & Administration			3,718.77	26800											
	Graphic Design & Printing			2,235.89	4300											
				9461.43	34800	44261.43										