

# SIDMOUTH TOWN COUNCIL



WOOLCOMBE HOUSE  
WOOLCOMBE LANE  
SIDMOUTH  
DEVON  
EX10 9BB

Telephone: 01395 512424

Email: [enquiries@sidmouth.gov.uk](mailto:enquiries@sidmouth.gov.uk)

Website: [www.sidmouth.gov.uk](http://www.sidmouth.gov.uk)

Tourism Website: [www.visitsidmouth.co.uk](http://www.visitsidmouth.co.uk)

VAT Reg. No. 142 3103 24

---

## **Minutes of the Sid Valley Neighbourhood Plan Steering Group Meeting**

**18<sup>th</sup> October 2016 7.30- 9.30pm**

**Venue STC Offices**

### **1. Present**

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

### **2. Apologies**

Daniel Turner, Richard Thurlow.

Due to pressure of work Natalie Bentall has resigned from the steering group. DAH thanked Natalie for her contribution and commitment to the work of the group and wished her well for the future.

### **3. Minutes of 26<sup>th</sup> September 2016**

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

### **4. Welcome & Update of SG Activities**

DAH welcomed member of the public Karen Scott-Boyd to the meeting then provided an update on activities since the last meeting:

- DAH and PM attended the Chamber of Commerce monthly breakfast meeting where they provided an update on NP activities, particularly the business survey. They obtained some feedback from the group – both anecdotal and in the form of a short answer written survey but reminded members of the Chamber of the importance of completing the survey online. DAH has also asked the Chamber to send a link to the survey to all its members.
- Update provided to October Sidmouth Town Council (STC) meeting.
- Meeting to be held at the invitation of the sailing club on 19<sup>th</sup> October which will also be attended by other users of the Port Royal area. STC councillors have been invited to attend. DAH will present on current NP progress – including business survey.
- The first meeting of the reference group for the Eastern Town Development Scoping Study is being held on 20<sup>th</sup> October. DAH attending for NP.

- LC provided feedback from the last STC meeting, specifically about issues which could be the subject of community action projects e.g. transfer of ownership of land at the Knowle to STC, revamping of play areas and skate park, toilet facilities and the interpretation centre. This highlighted the NP role in consulting with the public, and designing questions in Q2 to provide useful evidence to support STC in deciding priorities and use of section 106/CIL funding. ME said that having a NP in place will result in additional CIL funding to STC of around £90k.

## 5. Planning Update

- LC explained that the projected budget for the lifetime of the NP project is £46,000 over 3 years. Income to date is £10850 from grants. Expenditure to date is £8373.23 broken down between:
  - Admin £3070.57
  - Roadshows and consultations £3351.77
  - Printing and stationery £1950.89
- The Q1 report is nearly ready to be shared with the Steering Group for comment after which it will be published on the STC website. This will generate a news item for the Herald.
- The contract for John Slater has been finalised for 4 consulting days which the group will access on an hourly basis.
- John Slater will be leading a 3-hour workshop on Saturday 22<sup>nd</sup> October between 10am and 1pm. This should provide clarity over areas/sub-themes which are in/out of scope for NP purposes. Seven members of the group have indicated they are able to attend.
- DAH, TS and LC have started some initial thinking, supplemented by suggestions from RT, around the protocols which now need to be in place. These will cover reports, processes, focus groups, future surveys, analysis etc.
- RT has also suggested the need for "Theme Owners" to be in place who will, supported by others, take the lead in analysis, evidence gathering and policy writing. In the discussion that followed it was clear that, given the size and experience of the group, there will be a need for people to be involved in more than one group, and that there may be a need to call on expertise from outside the steering group. A number of people expressed that while they would be happy to support these theme groups they didn't possess the skills needed to lead one. The meeting with John Slater should provide greater clarity about how this process may work.

## 6. Update on Business & Special Interest Group Survey – Peter Murphy

- 57 surveys completed so far – good response rate from an initial campaign directed at 400 organisations.
- Very good response from SG members to make personal contact with local organisations. There is an updated spreadsheet on Basecamp showing individual contacts and progress. AM reported some rejection of the consultation opportunity from organisations which were branches or subsidiaries of companies outside of the Sid Valley.
- PM has hand delivered 250 flyers to businesses and organisations who qualify in Sidmouth town, the trading estates, Sidbury and Sidford.
- CR explained how she has been contacting cycling groups and individuals to complete a survey she has developed which aims to understand current perceptions of road safety when cycling. There was some discussion about whether this is something that would feed into a NP policy or a community action. JW pointed out that cycleways play a big part in the Frome NP and LC said that the group needs to look at evidence and resident feedback and use this to problem solve in an innovative way. On transport generally, GC said that we need to link in with the work currently being done by Exeter Futures.

- JW – has been consulting with Vision Group, the Arboretum Society and the Sid Energy Group. Said that we need to keep in mind all the evidence that currently exists when thinking about the evidence base.
- DAH paid tribute to Ellie Pipe and the Archant Group for the tremendous support given to NP in terms of publishing pieces from the group and in particular for last week's full page piece in the Herald. DAH and PM to write a letter of thanks. JD suggested also leaving a comment on the Herald Facebook page.
- PM urged the steering group members to keep up the personal approach to ensure the quality and quantity of responses.
- DAH thanked PM for his efforts and said he had done sterling work in developing the publicity approach, designing graphics and the key role he played in working with the Herald for last week's article.

**Action: PM/DAH to write to Sidmouth Herald**

## **7. Public Engagement & Promotion – Peter Murphy**

- PM developed graphics which have been used in weekly reminder emails to over 300 businesses, for use in presentations and in the Herald full page article.
- Developing the idea of a "talking head" interview with DAH to use for the final reminder prior to the survey closing.
- For Q2, need to amplify the importance of NP – one possibility is that theme owners could be responsible for developing publicity ideas for their themes. AM/LC both made the point that the work being developed on the young person's survey will generate interest for Q2.

## **8. Group Check-in**

There was a discussion to gauge steering group feelings over the formation of "Theme Groups" and the concept of "Theme Leaders". The general feeling from the group was that working as small "theme teams" was the way forward, but with someone taking the lead in each group to direct activity etc.

DAH asked for indications of interest in theme topic ownership. The following responses were noted:

- Housing & Built Environment - JW
- Natural Environment –IMcK
- Transport - CR
- Community & Culture – AM, DAH
- Economic Resilience – PM, JW, JD

PM suggested that each theme topic could invite participation from an expert(s) in the topic drawn from the local community to work with the group. Formalities would need to be worked out but the arrangement would enable knowledge and skills transfer to the theme topic owners.

LC said that the meeting with John Slater on 22<sup>nd</sup> October may produce a different approach and as a result of that workshop hoped that the group will be able to map out a process for theme groups, evidence gathering, mapping to a matrix linked to themes and developing a protocol for reports etc. She also said that preparation work is starting on the development of frameworks for community workshops with the support of Creating Excellence (CE) – probably with a view to them taking place in January and facilitated by them. Evidence from the theme groups, in addition to analysis from Q1, the Business Survey and YP Survey, would feed into the CE work.

**Action: TS to post a thread on Basecamp inviting people to self-nominate for theme groups.**

## **9. Update on Outstanding Actions**

TS said that he was still looking at options for providing a searchable database/repository for all NP documents. The Basecamp solution currently used is searchable and provides common access and could be enhanced with an Excel database hyperlinked to the documents section but realises there are limitations. DAH wondered if those hurdles could be overcome if the group subscribed to a paid-for version. TS will continue to investigate.

ME said that he had difficulty opening certain documents on Basecamp and other group members using iPhones and iPads to open documents agreed. TS will make further enquiries on this issue

**Action: TS to continue with research on document storage and investigate reported problems re opening documents**

## **10. AOB**

Date of next meeting - Monday 14<sup>th</sup> November 2016