

SIDMOUTH TOWN COUNCIL



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Minutes of the Sid Valley Neighbourhood Plan Steering Group Meeting

1st August 2017 7.30- 8.30pm

Venue STC Offices

1. Present

Graham Cooper, Deirdre Hounsom, Tim Salt, Ian McKenzie-Edwards, Claire Russell, Michael Earthey, Louise Cole, Peter Murphy

Cllr J Turner, Jenny Alexander, Dave Alexander and B Murphy attended as guests.

2. Apologies

Jonathan Davey, Andie Miles, Jeremy Woodward

3. Minutes of 18th July 2017

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

4. Update from the Chair

- DH welcomed the guests who had, along with others from the community who were unable to attend, provided invaluable assistance during the analysis stage of the 2nd Household Survey and thanked them for their significant contribution which had helped ensure that the complete data analysis was completed ahead of schedule.
- 3Rs campaign – DH reiterated the position of the NP which is that it is not associated with any group or campaign concerning any issue that affects the Sid Valley and reminded members of the steering group that if they chose to attend or speak at a 3Rs meeting they were doing so in a personal capacity and not as a representative of the SVNP steering group. I McK-E said he was concerned about the possible negative impact of the 3Rs campaign on the NP referendum. LC stressed this is why it's important to be on task, be clear about our neutral evidence-based role and continue to work within clear boundaries.
- DH advised the group that the Pegasus Life appeal against the refusal of the Knowle planning application will be heard in September.
- DH said that she has uploaded the latest version of her skeleton NP document to Basecamp and would welcome feedback.

5. Q2 Port Royal Report

- LC confirmed that the Port Royal report was submitted to the Port Royal Scoping Study on 20th July, well in advance of the closing date for public consultation. It had also been sent to both councils and published on the STC and SVNP websites.

6. Q2 Report of All Data

- TS said that he had completed the full analysis of Q2 data ahead of schedule and uploaded the document to basecamp.
- SG member were asked to scrutinise the data and be prepared to challenge the figures and assumptions used.
- There was a discussion about how percentages used in the analysis were calculated – whether based on the total number of respondents who returned Q2 or total number of responses for each question. TS explained that most percentages were calculated based on the total number of respondents but there were some questions where this approach wasn't suitable and in those cases, they were based on responses. TS said it should be clear in the analysis which method had been used and asked SG to feedback if this wasn't the case.
- Teams will be reviewing the data over the summer and writing an analysis using the same format that had been adopted for the Q2 Port Royal report. This should enable the narrative to be used both within the Q2 report, and form the basis of policies within the draft NP.
- TS pointed out that while Q2 was structured around broad themes of Built & Natural Environment, Port Royal, Housing and Community/Transport it was important that people looked at the data as a whole, rather than just a specific theme area, as analysis in one part was likely to impact on another area and it was important to ensure consistency and alignment as a whole.
- DH said she had also sent the data report to Chris Broughton to enable him to consider and incorporate into the draft Housing Needs assessment.

7. Project Timeline

- The latest timeline was briefly reviewed to confirm that all planned actions to date have been carried out and to ensure that SG members were clear about what they needed to be doing over the summer – namely reviewing Q2 data as discussed earlier and writing an analysis that would form the narrative for individual theme areas in the Q2 report and developing policies and objectives based on the data. LC requested that the draft narratives should be emailed to TS and LC by 4th September in readiness for the steering group meeting on 5th September, when they would be circulated to, and discussed by, the group.
- The approach that people should take to the analysis had been discussed earlier but LC said that she would provide a template to ensure that there was a consistent approach across the teams.
Action – LC to provide a template

8. NP Website

LC asked that a holding message about summer activity be posted on the website – **Action – TS to arrange for a holding message to be posted on the website**

Date of Next Meeting – Tuesday 5th September 7:30pm to 9:30pm