



SIDMOUTH TOWN COUNCIL

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Minutes of the Sid Valley Neighbourhood Plan Steering Group Meeting

4th July 2017 7.30- 9.30pm

Venue STC Offices

1. Present

Graham Cooper, Deirdre Hounsom, Tim Salt, Andie Miles, Ian McKenzie-Edwards, Claire Russell, Jeremy Woodward, Michael Earthey

2. Apologies

Louise Cole, Jonathan Davey, Peter Murphy

3. Minutes of 20th June 2017

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

4. Update from the Chair

- Very happy to have been able to make a report to STC last night and advise councillors that we'd received over 1800 paper and online surveys.
- Thought it would be useful to do a postscript in the Herald thanking residents for completion, next steps etc. Suggested by CR that this might be done as a letter and agreed by the meeting that this would be useful **Action – DH to write a letter to the Herald**
- Has been in touch with Chris Broughton who has confirmed that he will review the Q2 data alongside his original Housing Report and incorporate into a final version.
- DH has started a skeleton NP based around a template and other NPs
- DH thanked the people from SG who attended the PRSS Exhibition at Kennaway House
- DH said that CR's presentation to STC about the Sidmouth to Feniton cycleway project on 3rd July was warmly received by councillors who recognised the benefits both to the community in terms of wellbeing and safety but also to the economy. This emphasised the importance of incorporating within the NP as an important Community Aspiration

5. Update on Q2 analysis

- TS said that the final figure on completed surveys is Paper – 1682, Online – 174 Total 1856 – a response rate of around 25%
- He had made up 84 packs of surveys for analysis over the consultation period of which 46 had been returned and 22 were still out for analysis. The response from the SG, volunteers from the Science Festival and some members of STC to analyse surveys has been fantastic. TS said he had 16 packs left to allocate and hoped that this final load could be shared between all members of the SG.
- TS has been inputting data on an ongoing basis but the workload has increased in recent days given the large number of packs that have been returned. However, he is still on track to get all data analysis complete before the 14th August milestone, and Port Royal data by 12th July, provided all packs have been returned by then.
- He has produced a report of the online data (Survey Monkey) which is for SG use only at this stage and will be posted on Basecamp on 5th July. Although it's from a slightly younger demographic the overall results are generally in line with paper.
- There was a discussion about how the online and paper data would be merged and methodology of calculating response rates, the conclusion being that the same methodology will be used as Survey Monkey.

6. Project Timeline

- The latest timeline was reviewed.
- There was discussion about the challenging timeframe for the report to the PRSS. TS said that he and LC had planned an approach to the report which should enable it to be presented to SG for sign-off at the SG meeting on 18th July before it's submission to the PRSS on 19th July. CR suggested that it would be a positive move to invite Cllr Jeff Turner to that meeting so that he could be made aware of the report that would be made to the PRSS. There was general agreement that this would be a positive step. **Action – DH to invite Cllr Jeff Turner to the 18th July meeting**
- There was a suggestion from DH that the Q2 Survey report could be published by the end of August. TS pointed out that the 30th September deadline shown is the timeline agreed previously by SG and the publication date had been arrived at taking account of the timeframe for data analysis, only having one meeting in August, anticipating the group's family and holiday commitments and the need for a structured writing, iteration and sign-off process. JW suggested that SG theme teams could in fact use the online data to start to prepare their summary analysis – which will form the basis of much of the Q2 report – and refine it when the final data is available. This may enable the milestone for the Q2 report to be brought forward. TS suggested that this be reviewed and discussed at the next SG meeting when the analysis picture will be clearer. Given that teams will also be writing policies etc. for inclusion into the NP over the August/September period he thought that attempting to bring forward the Q2 report would be too ambitious and place too great a strain on the group.
- It was requested that a milestone is added for circulation to SG of the draft NP structure that DH is working on. **Action – LC to update the timeline to include circulation to SG of draft NP being worked on by DH**

7. Budget Update

- Notes of a meeting held with LC, DH and TS on 29th June were circulated. This sets out the known financial position up to the end of August and projected expenditure for the remainder of the project – anticipated as December 2017
- There was a discussion about the need to arrive at the NP within or under budget and that provisions in the forecast allowed for this, indicating that expenditure could be less than estimated.
- DH explained that she, LC and TS are due to meet CE on 17th July to discuss what role CE may play in the final production of the NP and how the work they had done so far would be used and incorporated. There was general agreement that CE would need to demonstrate a clear added value and value for money element in that meeting to make any additional expenditure worthwhile.

8. NP Website

This was not discussed.

9. AOB

CR said that recent activities and meetings with Stuart Hughes and Andrew Ardley (planner with DCC Highways) had highlighted that a future housing development at the top of Woolbrook Road would bring with it a strong argument for CIL money that could be used to help finance a crossing of the A3052, which is currently the biggest hurdle in creating a cycleway between Sidmouth and Feniton.

Date of Next Meeting – Tuesday 18th July 7:30pm to 9:30pm