

SIDMOUTH TOWN COUNCIL



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Minutes of the Sid Valley Neighbourhood Plan Steering Group Meeting

6th June 2017 7.30- 9.30pm

Venue STC Offices

1. Present

Deirdre Hounsom, Ian McKenzie-Edwards, Andie Miles, Graham Cooper, Louise Cole, Tim Salt, Michael Earthey

2. Apologies

Jon Davey, Jeremy Woodward, Peter Murphy, Claire Russell

3. Minutes of 22nd May 2017

Minutes were agreed.

4. Update from the Chair

- DH gave update to STC on 5th June
- 26/27 June – consultants are holding the public exhibition of the Port Royal Scoping Study (PRSS) at Kennaway House 3pm to 8pm. NP have been invited to have a table at the event. Suggested that we will by then have some initial Q2 data which we should take together with pop-up banners, pens etc, copy of the place analysis and blank Q2s for people to fill in/take away. DH proposes that we have a rota to ensure that someone is there for the duration **Action: DH to post on Basecamp giving details and seeking volunteers to attend on a rota basis**
- Closing date for PRSS consultation is 30th July – NP reporting schedule is aligned with this.
- Need to keep up momentum
- Everything is in hand regarding promotion of Q2

5. Q2 Analysis

- TS circulated the worksheet he has designed and guidance he has written for the Q2 analysis task
- He will create packs of 20 surveys and proposes that analysis is done as before by SG members and he will input the results, plus demographic details into Excel
- He has analysed some early responses and estimates that it will take 80-90 minutes per pack
- There is a clear need to share the workload of the analysis evenly across the group
- TS will post details on Basecamp when packs of completed surveys are ready for analysis

- By our next meeting on 20th June we should have a clear understanding of the response rate and the size of the analysis task

6. Q2 Press/Publicity Campaign

Activities completed so far include:

- TS sent an email to every contact on the original BSIG mailing list i.e. 300+ businesses and community groups asking those organisations to encourage their employees and members to complete Q2
- PM has initiated and sent 2 press releases to the Sidmouth Herald over the past 2 consecutive weeks. Further weekly press releases are planned for the duration of Q2 to cover Housing on 16th June and Young People, Community and Economic Resilience on 23rd June – planned to coincide with the publication of the YP report
- Posters which showed an incorrect date will be taken down, reprinted and replaced
- DH has contacted schools with a reminder which should be sent out to parents in school info packs
- AM is prepared to visit mum and toddler groups to encourage Q2 completion if it looks as though we are lacking the younger demographic

7. Roles & Responsibilities/Project Planning

- We have a clear focus over the next 2 months in relation to Q2 but need to start looking further ahead, for the remaining lifetime of the project, to ensure that we have key milestones and activities in place. Action: LC, DH and TS to review existing project plan and update the timeline to reflect necessary activities, milestones, actions and owners and to report back at the next meeting with a view to SG sign-off.
- Aim will be to avoid going over old ground, working smarter and recognising the busy lives that SG members lead outside of the NP which should stop us from duplicating effort etc
- Need to be clear about how we want the NP to look so we can provide a clear brief for Creating Excellence
 - Content plan for NP
 - What already exists?
 - What are the gaps
 - Where does the CE Place Analysis fit with the final NP
 - Tweak vision
 - Need to make decisions about how we use or adapt themes. Or move towards place zones highlighted in the Place Analysis
- ME suggested that we use the Budleigh Salterton plan as a starting point for our own given the similar demographics, geography and issues
- GC suggested that we need to hold an exhibition to cover transport issues. In the discussion that followed about confines and constraints it was agreed that this wasn't appropriate at this stage. However IMcK-E said there was a rationale for an early meeting with Stuart Hughes to discuss the situation – especially as Q2 and the NP will provide the evidence base on which STC/DCC will go forward. **Action – DH to organise a meeting with DH, LC, GC and Stuart Hughes**
- There was a discussion about assets of community value after it was mentioned that the local community management committee of the Manor Pavilion has been disbanded following the transfer of its management and operation to LED. There was unanimous agreement that we, and the community, need to be aware of the potential loss of amenities if local community management moves to LED/EDDC **Action AM and (in his absence) JW to take on this as a portfolio issue and report back to SG in due course**

8. Budget

- A copy of the latest budget report was circulated. After subtracting unpaid/allocated invoices there is a balance available of around £11k for the remainder of the project
- Need to factor in the cost of display material during the consultation period, further consultant and admin costs and graphic design/copywriting services from CE at the pre-publication stage.
- Budget will continue to be closely monitored and LC said that if needed, there was the possibility of additional grant applications from outside bodies.

9. NP Website

- GC suggested that we need maps of the Sid Valley area – **Action – GC to identify maps and supporting annotations**
- GC suggested a need to link to the EDDC Local Plan – Sidmouth/Sid Valley **Action – TS to arrange**
- We are currently running with a page on the STC site plus the new website. General agreement that we should migrate from STC onto the new platform **Action – TS to speak with Chris Holland to organise**

AOB

DH is presenting on the BSIG report at the STC Tourism Committee meeting on 19th June

Date of Next meeting – Tuesday 20th June 2017, 7:30pm to 9:30pm