

SIDMOUTH TOWN COUNCIL



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Minutes of the Sid Valley Neighbourhood Plan Steering Group Meeting
7th February 2017 7.30- 9.30pm
Venue STC Offices

1. Present

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

2. Apologies

Claire Russell, Richard Thurlow.

3. Minutes of 24th January 2017

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

4. Matters Arising

- TS has distributed copies of the EDDC Local Plan to Theme Leaders in line with the action from the last meeting. If anyone else requires a hard copy of the local plan to assist with research/evidence gathering, they should contact TS.

5. Update from the Chair

- DAH provided an update to Sidmouth Town Council on 6th February 2017, including an update of the "Shaping the Future" event which had been received very positively by attendees. She had been asked if the NP is still on track and reported that there was a delay against the plan of approximately 3 weeks due to holiday absence. Aiming to have the BSIG and Young People Survey reports available for councillors before their meeting on 6th March 2017.
- DAH reported on a meeting with chairman of Sidmouth Town Council, Jeff Turner. Although three councillors are members of the steering group and monthly progress updates are given to the council, he is keen that councillors engage fully with the NP process at this stage. To facilitate this the steering group meeting on 7th March will start at 6:30pm in order to present a more detailed update covering all stages of the Neighbourhood Plan from inception to the planned completion date to any councillors who wish to attend. A discussion followed where members of the steering group welcomed all interest from councillors with several pointing out that the robust planning, transparency of engagement through meetings, surveys and press reports together with consultancy support provided by a Neighbourhood Plan planning inspector should all provide

confidence to the council that the work that the group is undertaking reflects the opinions of residents and is fully supported by evidence.

- The housing survey currently being undertaken by a consultant should be completed by the end of February.
- DAH said that she wondered if teams were potentially getting bogged down looking at evidence that was more related to community aspirations rather than NP policies and suggested that it could be useful to involve John Slater soon to sanity check emerging policies/community aspirations. Members of the group responded that it was always envisaged that community aspirations were an important part of the NP process and legacy and while getting John Slater back could be useful when policies and community aspirations are more defined, it was too early at this stage. LC confirmed that although policies will form the basis of the Neighbourhood Plan, community aspirations which have arisen from the responses received from resident feedback deserve the same degree of effort and will be included in the Neighbourhood Plan similar to how other communities have completed their plans clearly delineating what is a policy and what is a community action or aspiration.
- **Q2** – DAH has had an initial conversation with graphic designer to alert her to the Q2 production. We may want to consider incorporating a further housing survey into Q2.
- **Young People Survey Update** – TS now has all but 1 of the packs back from the steering group. He has already input data from 13 packs and will do the remaining 11 packs by the end of this week. He aims to let theme teams have the summarised data ready for them to analyse early next week.

6. Update from Louise

- **Plan – January to March 2017** - LC talked the group through the plan for the 3 months ending March 2017, pointing out the major milestones.
- **Protocols** - LC referred the group back to the protocols agreed by the steering group and reminded the group that this set out the operating guidelines and processes.
- **Budget** - Full report to be given at the next meeting.
- **Locality Grant Report** – LC informed the group that a reminder had been received requiring the completion of a grant expenditure report as per the terms of the grant. This is in hand and requires invoices paid as per the grant conditions – these will cover some printing costs and payments to both consultants both CE and John Slater.

7. Creating Excellence report

The draft report on the “Shaping the Future” event had been circulated earlier and most members of the steering group hadn’t had an opportunity to study it in detail prior to the meeting. Initial observations were as follows:

- AM - the report had broadly captured the discussions on Community and Culture but felt there were some omissions. LC said that it was likely there may be areas that will need to be expanded using feedback from this group. **Action: LC asked people to provide feedback to AM by 14th February which AM will bring together and feed back to Creating Excellence.**
- IMcE – the summaries broadly reflect what people said in Q1 and BSIG surveys so how do we best use this information for Q2 and will residents be more keen to engage in the next survey? LC said that the Creating Excellence (CE) report will feed into the place analysis that CE are producing but it is another piece of evidence amongst all the previous and future surveys. It’s hoped that with all the exposure that NP has received since Q1 last summer that residents will be more likely to engage with Q2. In terms of how we design Q2 it’s important to fully understand the evidence from Q1, BSIG, YP and Shaping the Future in order to formulate draft policies before we can finalise questions in Q2.
- GC – how do we weight the evidence in the CE report compared say to Q1 or BSIG? LC said that it’s all part of a body of evidence with no one piece of evidence having more weight than another. It’s up to teams to examine all the evidence and make judgements/policies based on this. But teams will have to reference the evidence that led to any conclusions and justify their decisions. Scrutiny will also be provided by the Steering Group because Theme Teams will now start drafting policies

based on emerging evidence which they will then bring back to this forum to test. Scrutiny will also be provided by John Slater. This echoed a question Jeff Turner raised with DH in which he had raised the issue of unsolicited communications to the Group which are outside of the formal consultations. LC said that we have a process in place which is set out in the methodology section of the Q1 report. PM suggested we use the term 'Unsolicited Evidence' to describe and reference unsolicited communications which were deemed to be of sufficient value to be included in the evidence base. **Action: This needs to be incorporated into the protocols document with further wording added to cover ad-hoc emails, letters, meetings etc. LC to take forward.**

- GC – should we merge feedback from BSIG into the CE report. The consensus was to keep both separate but if theme teams want to do that exercise, incorporating other evidence in the same way, that's ok but will need to link back into any rationale about evidence.
- JW – had sent a body of evidence to Built Environment and Housing and wondered how it would be used. DAH said that groups would start building policies based on what residents had said in surveys and use the body of evidence available to teams to support or the policy, or to conclude that there was insufficient evidence to support it. LC said that when she and ME drew up the original vision document they drew up some example policies for illustration purposes. She suggested that she could share these again – not to direct the group, just to provide some examples of format etc.
- JD – wondered how many policies per theme? LC said that there was no limit at the drafting stage. Later scrutiny would likely see these honed down or reduced or not depending on the evidence base.

8. BSIG Data Analysis

Theme Teams were asked to review the section of the draft BSIG report relating to their theme and report back to LC, PM and RT. So far Transport, Economic Resilience, Built Environment and Port Royal had provided feedback. There was some confusion about exactly what was required and after clarification, Housing and Natural Environment teams said they will submit their responses in the next 48 hours.

9. Group check-in

There was a general discussion about the fast pace of the work on the group at the moment and agreement that bi-weekly meetings are proving beneficial as a way of conveying information, clarifying objectives and providing a forum for discussion.

10. AOB

None

Date of next meeting – Tuesday 21st February 2017, 7:30pm