

# 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

8<sup>th</sup> May 2017 7.30- 9.30pm

Venue STC Offices

### 1. Present

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

### 2. Apologies

Claire Russell

### 3. Minutes of 24<sup>th</sup> April 2017

Minutes were received and will be agreed at the next meeting.

### 4. Update from the Chair

- DH explained that Richard Thurlow has resigned from the Steering Group due to pressure of work/other commitments. DH has accepted the resignation but made clear that he is welcome to return in the future if he is able.
- RT had done a substantial piece of work in editing and making proofing suggestions about Q2 and these have been incorporated in the latest version.
- There are some practical issues following his resignation in terms of theme leadership, report writing etc but these will be absorbed within the group. As RT represented SVA on the NP arrangements will be made through the SVA chair when future representation is required.
- ME reflected on the expertise and insight that RT brought to the group and suggested that DH send a letter of thanks to RT. **Action – DH to write to RT as suggested**

### 5. Q2

- DH explained that Q2 is at an advanced stage following circulation to the SG on 3<sup>rd</sup> May. She has been working on the document since the last meeting, incorporating feedback and suggestions and met with ME, LC and TS today to talk through the housing section in detail. All of which means that, with SG agreement, Q2 could be signed off this week/early next week. This would enable a draft to be passed to Louise Turley to do the design and make it print ready next week.

- TS talked the group through a timeline projection which reflected this approach. While on the current timescales it wouldn't be possible to feed Q2 findings into the Port Royal Scoping Study (PRSS) before the consultant's report, it would enable NP to produce a report for EDDC/STC in advance of any discussions of the consultant's report at town or district council level in August. There was general agreement that the aim should be to follow this timeline, which would mean the survey is out for consultation for 4 weeks commencing 5<sup>th</sup> June.
- LC suggested that she and her STC steering group colleagues should approach the Town Clerk to establish if the consultant's report could be delayed, to provide an opportunity for Q2 to feed into PRSS. **Action – LC, ME and IMcE to make representation to Town Clerk to align PRSS reporting schedule with Q2 findings.**
- LC talked through the structure of the Q2 document page by page, specifically:
  - Introduction – suggestions from the group that this could be shortened and made snappier.
  - Key terms glossary – to provide the respondent with explanations about some of the technical terms contained within the survey. There were suggestions from the group that some of the language could be further simplified and the section/font could be made smaller/repositioned. Add AONB.
  - Moving away from seven themes and replacing these with land-based issues and everything else, which would become community actions.
  - Order of questions – aim to have easier questions first in each section flowing into more complex later
- The rest of the meeting was used to go through Q2 section by section. DH & LC recorded the feedback from the group which will be incorporated into the next version.
- There was general agreement within the group that the aim should be to finalise the document as soon as possible with the aim being to get it to Louise Turley early next week. On this basis it was agreed that:
  - DH would apply tonight's changes and suggestions to Q2 9<sup>th</sup> May
  - TS and ME will proofread the amended document by 12<sup>th</sup> May
  - Document to be circulated to SG on 12<sup>th</sup> May
  - Final review by LC on 15<sup>th</sup> May (taking account any feedback received from the group)
  - Signed off version to be passed to designer by 17<sup>th</sup> May
- GC said it was important that the group now goes forward with Q2 and the timescale discussed, accepting that LC/DH may need to make some further changes after SG review without the document being referred back to SG. There was general agreement from the meeting to this approach.

## 9. AOB

Date of next meeting – Monday 22<sup>nd</sup> May 2017