

SIDMOUTH TOWN COUNCIL



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Minutes of the Sid Valley Neighbourhood Plan Steering Group Meeting

18th July 2017 7.30- 9.30pm

Venue STC Offices

1. Present

Graham Cooper, Deirdre Hounsom, Tim Salt, Andie Miles, Ian McKenzie-Edwards, Jeremy Woodward, Michael Earthey, Louise Cole, Peter Murphy, Cllr Jeff Turner

2. Apologies

Claire Russell, Jonathan Davey

3. Minutes of 4th July 2017

Minutes were agreed, subject to action for LC to update the planning timeline being carried forward.

4. Update from the Chair

- In the light of the recent publicity over the 3Rs campaign at Port Royal DH reminded the meeting that any contact from individual steering group members with other campaigns or the press should be on a personal basis and not representing the views, or in a representative capacity, of the SVNP.
- Important to maintain an impartial and neutral stance – LC/DH preparing a statement which can be incorporated into press releases, reports etc
- LC/DH had a meeting with Creating Excellence on 17th July to discuss next steps. They will complete the Place Analysis document which will enable it to exist as a standalone document and integrated into the NP itself. Although costs and budget for further CE work wasn't discussed LC/DH do have the organisation's charging structure and rationale.
- GC said the draft Place Analysis which is currently stored in Dropbox with CE should be made available on Basecamp. **Action – TS to upload the draft Place Analysis to Basecamp**

5. Port Royal Scoping Study – Report to PRSS

- LC said that although there had been some slippage in providing a draft for SG to review, subject to SG sign-off, the report should be submitted to PRSS on 20th July, well in advance of the 31st July deadline of the PRSS consultation.
- There was a discussion about the report which was very well received by SG. LC asked that any grammar or typing issues spotted be emailed to her asap.
- JT said that he thought it was a clear cogent report which built on the good work of Q2 generally. There were no real surprises for him and it was in line with his experience of marking 60 surveys. There was a discussion about the use of Word clouds which TS said were used more for illustrative purposes rather than as a precise reporting tool. Details of all narrative responses to questions 19 and 22 would be included in table form in the appendix.
- The process to send the signed off report to PRSS and reference group, both councils and then councillors on 20th July, followed by publication on the STC and SVNPs websites was discussed and agreed.
- JT anticipated that following completion of the PRSS public consultation, the consultant's draft report would be sent to the reference group mid-August. This was likely to be published by the end of August and, supported by a position paper produced by council officers, will be discussed by both councils in October or November. Those meetings with the respective councils will provide a gateway on a resolved and agreed position – the consultant's report itself is not a gateway.
- There was a discussion about the press release that was being prepared by LC/DH. PM reminded DH of the agreed process of 3-person sign-off and asked to be included in the sign-off arrangements.

6. Project Timeline

- The latest timeline was reviewed.
- TS said that although the timeline shows initial Q2 data being made available on 1st August with the complete data to SG on 14th August, he hoped to have all data finalised and available by 1st August as this would avoid duplication of effort.
- During August people will be working on the analysis that TS provides and starting to write draft policies. **Action – LC to post draft content template on Basecamp. TS to ensure all other resources are up to date and in place on Basecamp**
- DH said that she has been working on a document which lays out the NP structure and said that she will circulate progress on this in due course. She said that she could incorporate draft work done by members of the SG as it becomes available. Although the group thought it would be useful to have early sight of the structure LC said it was important that we follow the agreed sign-off process within the SG. This will ensure the integrity of what is being produced by providing oversight across the group which should ensure that policies align across the teams without any inconsistencies. On that basis it was better not to incorporate actual work and policies from teams at this stage and ensure that sign-offs were agreed on an ongoing, standalone, basis.
- There was a discussion about team makeup and whether it should reflect the sections that were mapped out in the Q2 Port Royal report. JW suggested that there were advantages in continuing to work in the theme teams even if it's eventually decided that a different format is used in the NP.
- AM/JW are continuing to work on a list of Heritage Assets and Community Assets. This includes identifying a reliable evidence source of public opinion given that no specific questions were asked about these in Q2.

7. Steering Group Meeting on 1st August

- It was agreed we should make this an informal meeting with some refreshments and that TS should invite the volunteers who supported the Q2 analysis task to attend.

8. NP Website

- **Action - TS to ensure that both websites are updated before Q2 Port Royal report is uploaded**
- Website blog – there was a short discussion and general agreement that the blog was not appropriate at this stage of the NP and that it should be discontinued. Action – TS to liaise with JD to remove the blog section from the website

Date of Next Meeting – Tuesday 1st August 7:30pm to 9:30pm