

SIDMOUTH TOWN COUNCIL



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Minutes of the Sid Valley Neighbourhood Plan Steering Group Meeting

20th June 2017 7.30- 9.30pm

Venue STC Offices

1. Present

Ian McKenzie-Edwards, Andie Miles, Graham Cooper, Louise Cole, Tim Salt, Michael Earthey, Jeremy Woodward

2. Apologies

Deirdre Hounsom, Jon Davey, Peter Murphy, Claire Russell

3. Minutes of 6th June 2017

Minutes were agreed.

4. Port Royal Scoping Study Exhibition

PRSS consultants are holding the public exhibition of the Port Royal Scoping Study (PRSS) concept proposals at Kennaway House 3pm to 8pm on 26th and 27th June. NP have been invited to have a table at the event. DH has posted on Basecamp asking for people to sign up to ensure ongoing presence, ideally of 2 people, over the 2 days.

The NP will be there to answer questions about Q2 but also there to address any confusion that may arise for the public over Q2 and the Neighbourhood Plan and the PRSS consultation.

There was a discussion about the timescale of the PRSS consultation and LC explained that we have identified planning milestones over the analysis and reporting of Q2 which will enable us to feed into the PRSS consultation window. There was some concern expressed about the lack of clarity about the work of the PRSS, the contentious nature of the word "proposals" in relation to PRSS and the possibility that the impressive response to Q2 will highlight a view from the public which is at odds to the PRSS proposals.

ME mentioned that the NP will be in place before and planning applications can be made, which means that the NP should be influential in terms of reflecting the community's views and influencing any development subsequently planned for the area.

LC said that there was a need to better understand how PRSS will handle the responses they receive to their consultation and feedback report and suggested that there should be a clear process in place when it comes back to STC.

Action: TS/AM to add an attendance table on Basecamp for SG members to sign up to

Action: DH to seek clarification on the process in role as NP representative on the PRSS Steering Group

Action: LC/IME to ask Town Clerk about opportunity of Cllrs to debate and input to drafting process of PRSS Consultants Report.

5. Q2 Analysis

- As of today, we've received 1007 paper surveys and 90 online. LC said this was a great achievement and reflects the hard work that has gone into Q2 by this group and in particular the success of the PR campaign group work.
- TS has now constructed the spreadsheets to record the data and plans to start this tomorrow.
- Most members of the SG had not taken a couple of packs and these were now starting to be retained. He explained that with a response of this magnitude it was important to share the analysis task equally across the whole group which equates to 4-5 packs per SG member and thanked the group for their support so far.
- In addition to the SG analysing packs, support has also been given by STC, members of the Science Festival and Dee has canvassed councillors seeking volunteers to help – making this a true community consultation project.

6. Young People's Report

LC posted a final draft on Basecamp last week for comments. There was full agreement from the meeting that this was an interesting and well written report which reflected a positive message for the entire consultation – from design to conclusion. The role of the NPSG is to ensure that we reflect the needs and views of the entire community and a responsibility to interpret those views when they may not be immediately clear to all sections of the community. But rather than focusing on differences it was interesting to note that there was more in common with YP's views and those of older residents, than differences.

The group agreed to signing off the report and congratulated LC/TS building on RT's initial drafting on a great piece of work. LC will arrange for it to be published on the NP website and said that a very positive press release has been sent to the Herald to coincide with the report's publication. It was noted that the graphics i.e. word cloud and primary schools pictures graphic should feature in the NP and be used in publicity work as they are great ways to visually engage and transmit the key messages of the NP.

7. Project Planning

LC explained that she, DH and TS had an action from the SG meeting on 6th June to update the planning timeline from June through to the end of October. She circulated the resulting plan to the group which was then used item by item to inform discussion. Main points to note were:

- Reference to volunteer packs deadline of 30/6 refers to external volunteers who have taken packs to analyse
- LC explained the rationale for the Port Royal Report draft, edit and sign-off process which was agreed by the meeting

- DH is starting to develop the NP structure based on guidance provided by Locality and drawing on work already done by Creating Excellence for sharing with the SG at the September meeting.
- Subject to a couple of amendments/clarifications which LC will reflect in a revised plan to be circulated asap, the plan was agreed by the meeting **Action: LC to reflect feedback and amendments in a revised version and circulate/post on Basecamp**

8. Future Meeting Dates

The chamber at STC has been booked for fortnightly meetings on Tuesday 7:30pm to 9:30pm through to 19th December and a list was circulated for discussion.

LC suggested that although work would be going on in the background amongst teams and individuals working on the NP, policies, the Q2 report and analysis, it would be good to have a break from meetings during August. It was agreed that we would keep the meeting on the 1st August but aim to keep it short and informal.

Some of the group had other commitments on 31st October therefore this meeting has been moved to Thursday 26th October.

Action: TS to post revised meeting dates on Basecamp

9. Budget

- A copy of the latest budget report was circulated. After subtracting unpaid/allocated and outstanding invoices there is a balance available of around £9k for the remainder of the project.
- Budget will continue to be closely monitored.

10. NP Website

JW suggested that we could show more information on the website – the meeting agreed that if there was a case for additional material which would help inform, we should bring to JD's attention

TS updated the meeting on the action he had from SG on 6th June to discuss the migration of material from the STC website to the new version. He said while Chris Holland (CH) was very happy for the new website to continue to be developed, and especially to promote Q2 and the draft plan he thought that The STC site should continue to exist in its current form and as a repository for our documents and processes. He thought the STC site would be the permanent home for the Neighbourhood Plan after the plan is made and continue to be maintained by STC, whereas the new site may cease to exist after the referendum. CH also made the point that the new site currently links to STC for documents. If we were to migrate all the information it would be necessary to upload each document individually.

The meeting agreed that this approach made sense but the new website needs prominent signposting and a link on the STC site. **Action: TS to ensure that there is a prominent link to the new site from STC**

LC queried the current arrangements for the blog. It was thought that the weekly blog post is taken from the weekly press release sent to the Herald. There was a suggestion that we could invite others to write blog pieces. **Action – LC to discuss current and future arrangements with DH.**

AOB

Date of Next meeting – Tuesday 4th July 2017, 7:30pm to 9:30pm