

EXMOUTH TOWN COUNCIL

NEIGHBOURHOOD PLAN STEERING COMMITTEE (NBSC)

Notes of a meeting held at 10.00am on Wednesday 7th October 2015 at Exmouth Town Hall

PRESENT

Lisa Bowman	LB	Exmouth Town Council, Town Clerk
Councillor Pauline Stott	PS	Exmouth Town Councillor
Councillor Alison Greenhalgh	AG	Exmouth Town Councillor, TARA
Councillor Rob Masding	RM	Exmouth Town Councillor, & Transition Town Exmouth
Roy Pryke	RP	Exmouth Community Association, Rolle Exmouth Ltd, TARA
Councillor Pat Graham	PG	Exmouth Town Councillor
Tim Clatworthy	TC	Note-taker

APOLOGIES

Councillor Mark Williamson Champion of Neighbourhood Planning for East Devon

1. WHO TO INCLUDE?

LB opened this first meeting of NBSC to make progress toward a coherent Neighbourhood Plan by drawing our attention to two Neighbourhood Planning Worksheets: 4 - Community Engagement and Involvement; and 5 - Building the Evidence Base. She pointed out that in order to satisfy the criterion of community engagement we would need to open up the process, but that in the interests of efficiency we would need to choose between two approaches:

(a) To either keep membership of the Steering Committee to a small group, consulting other parties when their input was necessary; or

(b) To include other parties as ongoing parts of the NBSC – e.g. the Chamber of Commerce, Children & Youth.

RP commented that that the maximum number of members for an efficient Steering Group would be 15, but that the ideal was nine. LB thought we should consider what kind of people we would want in (a) the Steering Committee, and (b) the Consultation Groups. It was then discussed who should be chosen/invited, and the interim final list for the NPSC is:

1 Councillor from each Ward	= 5 (AG, PG, PS, Cherry Nicholas & Brian Bailey)
Ian Cann of the Civic Society	= 6 (Exmouth Civic Society)
Rob Masding	= 7 (TTE)
Roy Pryke	= 8 (ECA, REL, TARA)
Mark Williamson	= 9 (Champion of Neighbourhood Planning for E. Devon)
John Thorogood	= 10 (Chamber of Commerce & Town Team/Tourism Forum)
James Hutchings (or another)	= 11 (Churches Together)
Lisa Bowman	= 12 (Exmouth Town Council)
2 reps of Youth Parliament	= <u>14 (total)</u>

AG informed us that two students from the Community College had been voted to be representatives for Devon Youth Parliament (and are entitled to go to national Parliament) who might be interested in getting involved in neighbourhood planning. PS suggested Clinton Devon Estates should be considered, possibly also someone from the Small Businesses Federation.

2. WHAT IS OUR GOAL?

“To establish a sound evidence-basis and good community engagement in order to ensure that the draft Neighbourhood Plan will receive the support of the community in 2017”.

AG emphasised the need to compare what we want with what we already have, and that this must be based on facts, not surmise; and that therefore we should start with accurately surveying what we actually have. From that baseline we can then identify the gaps. LB agreed that the way forward had to be soundly evidence-based, and RP suggested we consider two other completed Neighbourhood Plan studies to help us plan the tasks ahead (Lymestone, and Winsford, Cheshire). He pointed out that good neighbourhood involvement from the outset (e.g. in Winsford) helped to get the community onside and achieved a very favourable final outcome within 18 months.

LB suggested we make thorough lists of assets by Ward. AG added that we should include not only obvious physical assets - e.g. brooks, playing fields - but also Ward skill sets, e.g. those found in TARA. PS suggested that services such as playgroups, care homes, hostels, pubs, churches, children's groups should also be included, and added that after the recent census we will have reasonably up-to-date population information.

PG asked if we should inform the community that we are undertaking this process. It was pointed out that there had already been an article in the Journal [no date given], but no-one was aware of any response to it. At the recent COLP meeting, members were asked to invite Residents' Associations to engage in this process, though without them being on the Steering Committee.

3. TERMS OF REFERENCE & NPSC STRUCTURE PRACTICALITIES

After discussion it was agreed to use Tim Spurway's version of Terms of Reference.

It was also decided that NPSC should elect a Chair, Secretary, and Treasurer, which would be done at the next meeting.

4. ACTION POINTS

- a) To thoroughly map Exmouth's existing assets on a ward by ward basis (**Ward Councillors**)
- b) To contact Reps missing from today's meeting (**LB/TC**)
- c) To contact Tim Spurway (East Devon Neighbourhood Plan Officer) (**LB**)
- d) To elect Chair, Secretary, and Treasurer at next meeting
- e) To contact community college re the 2 student reps (**LB**)
- f) To distribute to all NPSC members copies of the 2010 'Vision for Exmouth' document (**TC**)
- g) For NPSC members to assess 'Vision for Exmouth' (**Committee members**)
- h) To update/personalise Terms of Reference, and distribute to Steering Group. (**TC**)

5. The meeting adjourned at 11.00pm

6. NEXT MEETING

Wed 28th October, 10.00am, Town Hall Committee Room.