

EXMOUTH TOWN COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP

Notes of 14th meeting held on Wednesday 19th October 2016 at 10.30 am at Exmouth Town Council, 44 Rolle Street.

PRESENT

| | | |
|----------------|-----|--|
| Roy Pryke | RP | NPSG Chairman |
| Ian Cann | IC | NPSG Vice-Chairman |
| Rob Masding | RM | Transition Exmouth, & Exmouth Town Ward Councillor |
| John Thorogood | JT | Town Team & Chamber of Commerce |
| Brian Bailey | BB | Exmouth Withycombe Ward Councillor |
| Bruce de Saram | BdS | Exmouth Littleham Ward Councillor |
| Pat Graham | PG | Exmouth Town Ward Councillor |
| Keith Bungay | KB | Exmouth Community Association |
| Pauline Stott | PS | Exmouth Halsdon Ward Councillor |
| Tim Clatworthy | TC | Exmouth NP Project Administrator |

1. APOLOGIES

| | | |
|----------------------|----|--|
| Mark Williamson | MW | Champion of Neighbourhood Planning for East Devon, & Exmouth Littleham Ward Councillor |
| Lisa Bowman | LB | Exmouth Town Clerk |
| Cherry Nicholas | CN | Exmouth Brixington Ward Councillor |
| Rev. James Hutchings | JH | Churches Together |

2. NOTES OF LAST MEETING

The notes of the 13th meeting held on Wednesday 21st were received as a correct record.

3. MATTERS ARISING FROM/SINCE LAST MEETING

1. Levels of Engagement through Social Media

RM's statistics on social media 'hits' revealed 933 Survey downloads, 625 hits for Newsletter 2, and 2800 hits in total. Regular spikes on the graph were probably the result of search engines' regular trawls through the Internet to gain statistics. PS was concerned that so many hits were of less than one minute's duration, but IC pointed out that it usually took less than a minute to download a document. It was also asked why people in China, Virginia, etc were clicking on the Exmouth Neighbourhood Plan site; RM suggested that possibly people were clicking on the wrong things.

RM thanked JT for putting information on Positive Exmouth, Devon Talk, Exmouth Past & Present, and other sites. JT offered to email TC with details of the social media sites he regularly updates.

RP said that all these efforts should be mentioned in the final report; JT suggested they should be present as an appendix, as the details were changing all the time, and volunteered to produce a chart to display the information. RM and JT offered to clarify these figures for us through writing a narrative explaining the significance of the various elements of the statistics.

IC suggested that when we email NP information, Newsletters, etc to NP contacts, we also ask recipients to share these items with their email address-books to help spread the word. JT drew our attention to 'Mailchimp', a facility which allows senders to email up to 1,000 recipients simultaneously at no charge.

2. Spirit of the Exe/Mussel Festival, 25th September, Beach Gardens

RP thanked the volunteers who had helped staff the NP stall in very windy conditions. 33 mini-surveys had been filled in at the event and several more had been taken away, though at the time of writing none had been handed or sent in. 80 copies of the bubble leaflets and Newsletter 2 had also been given out. KB said he was very impressed with the event.

3. NP exhibition at Exmouth Library, 26th September – 7th October

RP thanked IC for organising the Library exhibition. IC added that there were still copies available there of the bubbles leaflet and Newsletter 2.

4. Exmouth Business Fair, 27th October, Green Close site, Exmouth Community College

Members were asked to volunteer as stewards for this event, 9.15am (set up for 9.30am start) till 3.30 close.

At the time of writing, stewards are as follows:

ALL DAY: IC, RM, BB + wife. Also JT and Cllr Bill Nash, though they would also be serving on other stalls.

MORNING: BdS, TC.

AFTERNOON: PS.

RP to help as available.

Volunteers are reminded to bring their own folding chairs if required, as none will be provided.

5. Christmas Cracker, 3rd December, the Strand

This event runs from 9.00am to 6.00pm and is likely to be very well attended; RP suggested 3 stewards at a time would be needed. NPSG members to consider their availability for the day and let TC know asap, at the latest at next NPSG meeting on 16th November. TC was still waiting to hear back from EZ Gazebos as the one supplied was defective.

6. Engagement with Exmouth Community college and with primary schools

RP had yet to talk with Cllr Jill Elson, and would try Sarah Bennett again as he had not received a reply from her. He suggested that if a reply was unforthcoming, NPSG should approach primary schools on a Ward basis.

7. Engagement at public locations, e.g. Tesco, Lidl, McDonalds, The Range, Home Bargains, etc.

BB had visited all of these venues. Tesco had agreed to a NP presence next year. Lidl, McDonalds and Home Bargains had also agreed in principle. All stipulated that NP would be allowed onto the forecourts but not inside the premises. IC asked if BB could get some dates fixed so we could enlist volunteers. BB and BdS offered to themselves do a couple of trials soon, and would let TC know when and where. BB added that a lot of young people frequented Home Bargains.

8. Stakeholders

Follow-up meetings to be arranged with stakeholders who had requested them.

9. Further distribution of Newsletter 2 and bubbles leaflet

Members were asked if they could help distribute more of these, as it was essential that we spread the word wider. Copies available at Reception. TC offered to approach all Exmouth doctors' and dentists' surgeries.

4. FINANCIAL REPORT

IC suggested that while any grant we received would most likely be needed to pay consultancy fees, we should also identify how we would distribute the final Plan, as this would incur expenditure, as would the hire of halls for further consultations. RP thought we should email the Plan as much as possible. IC thought that Exmouth Library would let us have two weeks there. Regarding getting the word out, BB suggested following Cllr Fred Caygill's example and hiring a truck for use in the Strand; probable cost £1500. This would have to be cleared with EDDC. RM agreed that a truck, especially in the Strand, always acted as a big draw. KB pointed out that as not everyone has iPads and computers, etc, hard copies should be made available and that black & white copies would be sufficient and would keep down the overall cost. BB suggested we make copies available at sites which were easily accessible to disabled persons, as getting onto the truck would not be possible for them.

- RP to meet TS and MW to discuss grant application.

LB was unable to be present at this meeting, but joined the NP Action Team meeting (RP, IC, TC) which followed immediately afterwards to briefly discuss finances, and provided the Locality document, 'My Community: Guidance Notes' (see: mycommunity.org.uk) which detailed criteria for grant application. LB explained that NP would have to clearly justify any proposed expenditure (which could not be used to pay for TC's remuneration) and that whatever we claimed now would have to be spent by the end of this financial year. She added that ETC's Accounts Sub-Committee met mid-November. She thought that the grant should be used, amongst other things, to pay consultants' fees, and that we could get advice on who best to approach from Tim Spurway and Martin Parkes.

5. REPORTS FROM WARD COUNCILLORS

1. Withycombe Raleigh

BB said that whilst he had written an interim proposal which, amongst other suggestions, encouraged businesses at Liverton Business Park, improved facilities for disabled people, and a zebra crossing, he had been unable to get support from the local community, who appeared not to be interested. IC added that the number of Survey responses from Withycombe was notably smaller than from the other Wards. KB said that it would be good to get a document out into circulation nonetheless, as people often responded to something once they saw it in writing. RP offered to write to the other Withycombe Councillors in an attempt to encourage more support, but BB thought it better, at this stage, to forward it as it is to NPSG for their consideration. RP reminded Councillors that all submissions should follow the same plan, to make them more easily comprehensible for people reading plans for the town as a whole. IC added that we could not release proposals individually, as each of them would have to be dovetailed into the complete Plan.

2. Brixington

CN was not at the meeting to present her proposals, but had emailed her document beforehand.

It was commented that the names of the individuals forming the working party were missing; and that the document needed to be reorganised in such a way that pan-Exmouth comments could be separated from Ward-specific comments, so the former would appear only once in the final pan-Exmouth report. RP added that it was insufficient to say that something should be done/built: it was essential to also identify the plots of land where the proposals could take place – for example, if proposing that 50% more affordable housing needed to be built, it was necessary to also specify exactly where. (RP commented that NPs should perhaps be better entitled as ‘Neighbourhood Development Plans’.)

3. Halsdon

PS’s proposals also lacked the names of the working party members; PS to email them to TC.

IC pointed out that there was a brownfield site behind the Shell garage and that, though small, if this type of site was all that was available in a Ward, then it was worth identifying them. KB commented that we should try to identify bigger sites, not ‘back yards’.

4. Town

PG is planning a further meeting with interested people in approximately three weeks’ time, and also with a local youth club.

5. Littleham

BdS had called a meeting at the Men’s Shed, where attendees had been focussed almost exclusively on seafront issues. He has also made overtures to Foxholes’ Residents Association, but not yet had a face-to-face meeting. He has received some completed minis-surveys from a Moorfield Road group, and is holding a meeting in Rolle College Lecture Theatre on 2nd November, 10.00am – 12.00 noon.

6. REPORT FROM MEETING WITH CLINTON DEVON ESTATES, 11TH OCTOBER

RP and LB had met with CDE for what RP described as a very positive conversation, but he was unable to share details with us at this stage. Discussion broadened out to include the Plumb Park development, KB reminding us that we cannot refuse anything which has already been approved in principle: all we can do is influence the details. Consternation at the new café at Lower Halsdon farm was settled by the observation that as long as it was within the boundaries of an existing building, then it did not contravene the regulations. RP suggested that John Petty be invited to our next meeting to update us on his work on Exmouth footpaths and cycleways.

7. REVISED STRATEGIC TIMETABLE

RP’s proposed timetable revisions, allowing more flexibility to stated deadlines, were unanimously accepted.

8. AOB

1. Future NPSG meetings

TC informed the meeting that due to cover problems in Reception, starting in January all future NPSG meetings should not be held Mondays-Wednesdays. Thursday mornings seemed to be the most popular alternative but TC will email all NPSG members for their thoughts. Meetings should continue to be held approximately ten days before Full Council meetings: TC to share the dates of these once decided.

2. Amalgamation of Ward Policies

It was suggested that once all five Ward Policies had been submitted, a small group should convene to amalgamate them into a coherent whole. RP, IC and KB volunteered, and IC will invite DR, a former Planner.

RP asked if Councillors could provide the final Ward reports by our next meeting on 16th November, so that the above team can have the completed draft report ready for our NPSG meeting on 14th December.

IC asked that if Councillors were using policy prefixes from the Local Plan, to use the same prefixes as this would make the amalgamation process much easier.

9. NEXT MEETINGS

1. Wednesday 16th November, 10.30 – ETC meeting room, 44 Rolle Street.
2. Wednesday 14th December, 10.30 – ETC meeting room, 44 Rolle Street.

10. SUMMARY OF ACTION POINTS

1. Social Media
 - a. JT to email TC with a list of social media sites he regularly updates
 - b. JT to produce a chart to display the social media information.
 - c. RM/JT to clarify social media statistics via a written narrative.
 - d. NPSG members to request of email recipients that they share NP information with *their* email contacts, to spread the word.
2. Exmouth Business Fair, Thursday 27th October, 9.30am – 3.30pm, Exmouth Community College
 - a. TC to email all members of NPSG to ask for more stewards
 - b. JT to email NPSG with directions, site plan, and parking details. (NP stall is no. 47)
 - c. TC to prepare all materials
 - d. IC to collect them from ETC Wednesday afternoon.
 - e. RP, IC and TC to set up at 9.15am
 - f. RP, IC, TC, BB, RM, BdS, PS, JT and Cllr Bill Nash (and others?!) to assist at stall throughout the day.
3. Christmas Cracker, 3rd December, the Strand
 - a. NPSG members to choose (and let TC know) their availability to help out at this busy event.
4. Engagement with Exmouth Community college and with primary schools
 - a. RP to contact Cllr Jill Elson, and Sarah Bennett.
5. Engagement at public locations
 - a. BB to arrange dates with chosen outlets/locations and let TC know so that volunteers can be requested.
 - b. BB and BdS to arrange trial events.
6. Stakeholders
 - a. TC to request dates for follow-up meetings.
7. Further distribution of bubbles leaflet and Newsletter 2
 - a. NPSG members to distribute these in their chosen locations and let TC know where and when.
 - b. TC to approach medical and dental facilities in the area.
8. Finances
 - a. RP to meet TS and MW to discuss grant application.
9. Ward Policy Proposals
 - a. TC to email NPSG BB's Withycombe proposals document.
 - b. CN to email TC names and contact details of Brixington working party personnel. Also to separate within the text pan-Exmouth proposals from Brixington-specific proposals.
 - c. PS to email TC names and contact details of Halsdon working party personnel. Also to email TC current version of proposals document.
 - d. PG to organise another consultation, and also a meeting with local youth club.
10. Exmouth Cycleways
 - a. TC to invite John Petty to next NPSG meeting to update us on his work on Exmouth footpaths and cycleways.
11. Dates of Future NPSG Meetings
 - a. TC to share dates with NPSG of 2017 Full Council meetings, once decided, then achieve consensus of NPSG meeting dates for 2017.
12. Amalgamation of Ward Policies
 - a. Councillors to provide their 'final' draft policy documents no later than NPSG on 16th November – but preferably before, so TC can circulate them by email beforehand. (This also saves the considerable cost and considerable time of printing everything.)

10. A REQUEST FROM TIM

If anyone has problems reading emails or attachments on their hi-tech gizmos and needs them to be printed out, please let me know in good time before you need them, as ETC printer is used a lot and can also be unreliable... ☺ Thank you ☺