

EXMOUTH TOWN COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP

Notes of 32nd meeting, 10.00am, Exmouth Town Council meeting room, Town Hall.

Action Points in Yellow

PRESENT

Roy Pryke	RP	NPSG Chairman
Bruce de Saram	BdS	Exmouth Littleham Ward Councillor
Cherry Nicholas	CN	Exmouth Brixington Ward Councillor
Pauline Stott	PS	Exmouth Halsdon Ward Councillor
Philip Twamley	PT	EDDC
Rob Masding	RM	Transition Exmouth
Rev. James Hutchings	JH	Churches Together
Mark Williamson	MW	Lead Councillor, Neighbourhood Planning for East & Littleham Ward Councillor

1. WELCOME AND APOLOGIES

Ian Cann	IC	NPSG Vice-Chairman
Lisa Bowman	LB	Exmouth Town Council Devon,
John Thorogood	JT	Chamber of Commerce
Keith Bungay	KB	NPSG
Brian Bailey	BB	Exmouth Withycombe Ward Councillor

2. NOTES OF LAST MEETING

The notes of the meeting **Tuesday 17 April 2018** were amended see bullet points below and then received as a correct record.

- Point 3 amend name to Daniel Wilkins
 - Point 5 additional information provided for clarity: **New NPPF framework is due out in the Summer and all sections will be renumbered. Depending on the date of publication it may be necessary to make some amendments to the draft.**

3. MATTERS ARISING FROM LAST MEETING

Point 5:: further information on NPPF. The NPPF consultation process closed May 10th 2018. PW unsure about when the final document will be in force: Summer 2018 onwards no definitive date provided.

4. FINANCIAL REPORT:

JE to meet LB to talk about grant funding.

Grant funding has changed & JE to update the group at next meeting.

5. PROGRESS REPORT

PSD Responses: Final number of responses is to be established. It is taking time to locate where all of the responses have been saved. JE to get office support to trawl through E mail folders to find them.

Concerns that some who made very detailed responses to the Ocean event have not responded to the Pre -Submission document. **ACTION: JE to contact them for clarification**

Pre-submission document was often forwarded onto another person within the organisation. **ACTION JE to contact these agencies/ companies/ community groups.**

BdS underlined the importance of people needing reassurance on what happens to the responses and the community consultation process.

JE outlined Response Process as seen below:

1. Statutory & Community Responses Received
2. Where possible acceptance of response was sent
3. Each Response is discussed at DOP meeting and a response document is produced.
4. Short reply is sent when their response has been assessed & information on the next steps is provided.
5. After all responses have been assessed and have been accepted by DOP and NPSG a final letter will be sent containing:
 - Specific details in relation to their response
 - It will include details of the ability to be able to respond again when EDDC do their own public consultation of the Exmouth NP
 - It will contain a link taking them to a document which shows all the changes that have been made to the Exmouth NP Pre -Submission Document.

This a very robust process which will help councillors and members of the Steering Group to answer questions from the public.

Draft Document

This is being written alongside the response process so that it will be close to completion when all responses have been assessed.

EDDC Timetable

- PW has provided template from Draft hand in to Referendum.
- **July 23rd** is deadline for all material to be with EDDC. This contains: ENP Draft, Basic Conditions Statement. Consultation Statement, and Map of Neighbourhood. Plan Area. **ACTION: PW will forward to Janvrin**
- The documents going to the Examiner can be simple word documents not a glossy finished piece.
- There was support for the Final document to be glossy as it will be a reference document.
- However it was felt by the group that the Draft document needed to be of a good quality – its about portraying the town

Discussion Points

CIL: Cil projects are being hit by the criteria required in order to get funding. Recently there is poor success rates of getting CIL funding locally. Need for CIL funding criteria to be identified.

BdS stated that the community need to be aware of funding criteria and the process, especially in relation to Neighbourhood Plan 25% portion of CIL. It is critical that this is very clearly laid out so that expectations are achievable and realistic. This needs to be on the website so that the public can become knowledgeable and refer to it.

PW to check about NP CIL funding as NP documentation states that the use of CIL for NP is different.

NP revision: is this every 2 or 5 years? PW JE to confirm which.

Project Timetable RP suggested the need for a revised CPAL (Critical Path Analysis Logframe) to set out the timeframe and work to be done. This was agreed but JE stated material for the final documents is still to be found, collated, and formatted by 23July. The Consultants Martin Parkes and Jo Widdecombe need documentation to complete the Basic Conditions Statement and the Consultation Document. CN BdS volunteered to support JE.

Consultation documents from all wards to be collated and prepared for consultation Document. Use of photos can help evidence this work.

PW stated that photography legislation now requires permission from all personnel in the photos whose faces are identifiable. Distance photos with blurred faces or non-facial shots are not a problem.

Website:

Neighbourhood Plan documents need to be uploaded onto the TC website. Despite much good work being done locally and in wards, press and newsletters the processes behind the development of the Neighbourhood Plan are not available in a user-friendly way on the website. To upload these documents and others will ensure that the steps and processes of the NP are transparent and available to all.

ACTION RM & JE to meet to design NP document layout.

ACTION: All Councillors to send documents to RM to be put onto website.

ACTION: All documents referenced in PSD to RM

ANY OTHER BUSINESS:

MW:asked about the situation regarding photos for the NP document.

ACTION MW and JH can arrange specific photographs for the Draft Document.

JE requested that there should be photos from all wards in the town so that each ward is represented in the Final Document **ACTION** IC.

ACTION : Ward councillors to send / ensure that photos of their ward are submitted and sent to JE for Tim Mann PS has ward photos & will send to Tim Mann.

Next meeting 19th June at 10am ET C meeting room Town Hall