

EXMOUTH TOWN COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP

Notes of 33rd meeting, on June 19th 2018 10.00am, Exmouth Town Council meeting room, Town Hall.

Action Points in Yellow

1. Present:

Roy Pryke	RP	NPSG Chairman
Bruce de Saram	BdS	Exmouth Littleham Ward Councillor & Neighbourhood Planning Lead for EDDC
Pauline Stott	PS	Exmouth Halsdon Ward Councillor
Philip Twamley	PT	EDDC
Rob Masding	RM	Transition Exmouth
Mark Williamson	MW	Lead Councillor, & Littleham Ward Councillor
Keith Bungay	KB	NPSG

Apologies:

Cherry Nicholas	CN	Exmouth Brixington Ward Councillor
Rev. James Hutchings	JH	Churches Together
Ian Cann	IC	NPSG Vice-Chairman
Lisa Bowman	LB	Exmouth Town Council Devon,
Brian Bailey	BB	Exmouth Withycombe Ward Councillor
John Thorogood	JT	Chamber of Commerce

2. Notes of NSPG meeting May 15th agreed.

3. Matters arising/ Action points:

- **NPPF update** PT :the latest date for the new NPPF is October. Neighbourhood Plans which are “made” and in the submission phase have a two year window for the NP to be reviewed and updated to be in line with this document. PT said that the new framework is making building houses easier and will encourage Town’s to look at residential development within and close to retail centres (Town ward). As the Exmouth NP is not allocating houses the Plan might well need to be reviewed earlier than anticipated (2 years).
- **EDDC timetable** was shared: July 30th extended from July 23rd hand in date. Referendum date mid January 2019. JE asked for advice as to when hand in was to be, e.g. by midnight or can it be handed in Monday morning rather than on the Friday. Requested for advice from PT for how much wriggle room do we have. **PT to ACTION**
- **ETC NP Timetable** RP:
 - Point 1: JE confirmed that all responses will be completed.
 - Point 2 & 3 noted
 - Point 4 JE has final date of July 9th for JW

- Point 5 & 6 noted
- Point 7: DOP 20th July 2pm suggested. Highlighted the need to have hard copies of the submission document to be available for this meeting.
- Point 8: 24th July NPSG suggested
- Point 8: 30th July (reserve date Aug 4th) PT to provide feedback re dates.

PS wondered if Ward boundary changes will effect the Neighbourhood Plan. PT & JE confirmed that the Plan covers a Neighbourhood Area and unless ward boundaries go over into another Parish it should not have an impact on the NP.

4. Finance:

- JE will apply for funding for printing and marketing expenses but this is not a priority area at the moment. This can be done after the Submission document has been submitted.
- RP said that there was some concern that the summer will be over and sunny footage would not be available. JE explained that the whole thing could be filmed in a studio with sunny rolling back drop pictures. Technology available today does not require real footage as such.

5. Pre-submission Response Progress Report

- JE apologised she did not have final numbers to hand, but will provide full breakdown next meeting. **ACTION JE**
- A PS Response Document will be produced that evidences all the changes made to the PS Plan based on the feedback received from statutory bodies and the community. This is a very revealing document in which text in blue shows all the changes that have been made.
- This document will be placed on the website and referenced to in the reply letters going to all responders (Statutory and Community).
- This Response Document will make the process of making the Submission document very evident and transparent.
- Submission Document: As well as all the PSD changes from Statutory and Community feedback, the following need to be added to the Submission document.
 - Foreword
 - Contents List
 - List of Figures
 - List of Maps
 - Photographs
 - Section on policies and community actions
 - Inclusion of Neighbourhood Plan Area
 - Inclusion of conforming to national and local policy & policy links to NPPF and EDLP
 - Section on Community Actions: projects, use of CIL, Implementation of NP once made.
 - Appendices
 - Others

6. Community Action Reviews:

Document with all community Actions was provided. The Community Actions are a list of projects, aspirations, and areas which the Neighbourhood Plan supports. Some of these actions require delivery and funding will enable this. Funding can come from a variety of sources such as grants, trusts, voluntary work, or as part of local government or central government initiatives. Local authority support includes the new community Infrastructure Levy (CIL)

ACTION : DOP group to look at the community actions and produce a list of actions that require funding to bring forward for consideration of CIL funding.

PS concerned that the Housing action plans need rewording so that all aspects are clear it might be that a third action plans is required. **ACTION PS & JE to meet**

7. Consultants:

Jo Widdecombe : Basic conditions statement JE working with her

Martin Parkes: consultation Statement RP working with him. MP producing a table consultation document. His time is limited as he has a new project that he is being assigned to. PT asked how is DCT going to address his role/ work in NP work while he is away?

Tim Mann: IC working with him **ACTION IC** to find out if TM can easily edit a pdf document so that minor changes can be added all the time. Need submission Doc for DOP and NPSG to be pdf docs

8. **NP Examiner Considerations:** JE requested to PT that the examiner has experience of examining a town NPlan so that size and its' complexities of the process are considered. Who examined Newton Abbott's NP? **ACTION PT** PT confirmed that he would recommend several examiners (3) for the ENP, and that all examiners have town experience. The company EDDC use is IPE not NPIERS.

9. Website Update:

- Thank you to RM who has prepared the website for the submission Reg 16 phase.
- The Exmouth Town Website has a link now that takes anyone straight to the Neighbourhood Plan website. This is important as the information on the ETC website is limited and some material is out of date.
- All documentation can now be put onto the website. Just send it to RM

10. AOB

- **Photographs** : IC asked about new GDPR protocols in relation to photographs of people as this needs to be adhered to when placing photographs in the Submission document. **ACTION JE** to get information from Chetna.

- 11. Date of next meeting** : July 24th at 10 am in Exmouth Town Hall (tbc)