

14 JANUARY 2015

DAWLISH NEIGHBOURHOOD PLAN STEERING GROUP

Present:

Councillor Bloomfield
Councillor Clemens
Councillor Petherick
Councillor Prowse
Mrs C. Ballard
Dr C. Marsh
Mr J. Simon
Ms F. Tullis
Mr M. Wrigley

Also present:

Mr A. McKenzie – Secretary
Mr P. Weston – Community Consultant & Regeneration Advisor

1. APOLOGIES

Apologies were received from Councillors M Lowther and M Swift, and Mr C Swanwick.

2. INTRODUCTIONS

The interim Chairman, Councillor Petherick welcomed Members to the first meeting of the Steering Group and asked Members to give brief introductions.

3. SIGNING AND AGREEING TO THE OBJECTIVES OF THE STEERING GROUP

Members present signed a declaration agreeing to the Steering Group's objectives as set out in its Terms of Reference, as required by the Terms of Reference.

4. NOMINATIONS FOR CHAIRMAN AND VICE CHAIRMAN

The Chairman invited nominations for the position of Chairman and Vice Chairman of the Steering Group, which would be ratified by the February meeting of the Dawlish Town Council.

Councillor Clemens proposed that Councillor R Prowse be nominated for Chairman. Councillor Petherick seconded the proposal.

Councillor Prowse proposed that Mr C Swanwick be nominated for the position of Vice Chairman. Councillor P Bloomfield seconded the proposal. In the absence of Mr Swanwick, his nomination as Vice Chairman would be recommended to the Dawlish Town Council meeting subject to his agreement.

Resolved

- (a) That Councillor R Prowse be recommended to the February meeting of Dawlish Town Council for the position of Chairman of the Dawlish Neighbourhood Plan Steering Group; and
- (b) That, subject to agreement, Mr C Swanwick be recommended to the February meeting of Dawlish Town Council for the position of Vice Chairman of the Dawlish Neighbourhood Plan Steering Group.

5. APPOINTMENT OF STEERING GROUP SECRETARY

The Chairman advised Members that the Terms of Reference required the appointment of the secretary to the Steering Group to have be approved by a majority of its Members. The Chairman proposed that Mr A McKenzie be appointed as Secretary to the Steering Group. Councillor Prowse seconded the proposal.

Resolved

That Mr A McKenzie be appointed as Secretary to the Steering Group

6. DECLARATIONS OF INTEREST

There were no declarations of interest.

7. MATTERS OF URGENCY

Mr Wrigley submitted that the required notice period for the publication of the agenda was too short a time frame. The Secretary advised that 72 hours notice or three clear working days was the minimum amount of time that the Local Government Act 2000 allowed for the publication of the notice of meetings. He advised that Teignbridge District Council employed a five clear working day policy. Any changes to the Terms of Reference would need to be recommended to, and ratified by, Dawlish Town Council.

Resolved

That the February Meeting of Dawlish Town Council be recommended to approve that the following point in the Steering Group's Terms of Reference be amended as follows:

6. Meetings

6.1 *The NPSG shall arrange its own meeting schedule and shall meet as required. At least ~~72 hours' notice~~ **5 clear working days notice** of a meeting will be given to members by email and such notice shall detail the matters to be discussed. Shorter notice for urgent matters may be given if agreed by a majority of members.*

8. STEERING GROUP - PURPOSE

Mr Weston advised Members that the Steering Group would be the vehicle through which a neighbourhood plan would come to fruition and ultimately be put to the people of Dawlish through a Neighbourhood Plan Referendum. The Group was not a club, rather a group that would require the input of a number of people to engage with the broader public of Dawlish.

During discussion, Members requested that:

All policies and references to Dawlish contained within the Teignbridge Local Plan be circulated to Steering Group Members; and
Copies, where available, of the previous Neighbourhood Plan be circulated to Members of the Steering Group.

Resolved

That the items identified above be circulated to all Members of the Steering Group.

9. PROJECT PLAN & TIMETABLE

Mr Weston submitted that the Project Plan & Timetable had been referred to, and approved by the Dawlish Town Council and suggested that the Secretary monitor progress, acknowledging the completion of the specific tasks when reached. Some items may be removed as the Plan moved forward.

Members were advised that there would be no officer support from Teignbridge District Council but some officers would attend the Council in their spare time to offer minimal advice. The District Council would bear the cost of consultation and referendum; the remainder would be for the Steering Group and Town Council to fund.

Resolved

That the report be noted.

10. COMMUNICATION STRATEGY

Councillor Prowse suggested to Members that a webpage for the Steering Group be created and hosted on the Town Council's website; to contain meeting agendas and minutes, further documentation and news items as and when they happened.

In terms of frequency of meetings, Members agreed that Steering Group meetings would take place on the first Tuesday of every month at 7.00 p.m. in The Manor House, Dawlish unless otherwise stated.

Mr Weston advised that the Communication Strategy had a template with some elements needing to be localised – this was something that a Member of the Steering Group could lead on, supported by interested members of the public if necessary.

Following comments from Members, Mr Weston advised that one of the obligations and basic conditions of achieving a successful neighbourhood plan is that it had to be demonstrated the group had gone out of its way to give everyone the opportunity to participate in the creation of the plan.

Resolved

- (a) That the report be noted;
- (b) That Steering Group meetings would take place on the first Tuesday of every month at 7.00 p.m. in The Manor House, Dawlish unless otherwise stated.

11. COMMUNITY ENGAGEMENT STRATEGY

Mr Weston submitted to Members that the Community Engagement Strategy being considered was a template requiring further work. Members of the public needed mechanisms to get in touch with the group and this template sought to address these issues. Members would need to reflect on the information being presented to them as some of it may have been collated during the development of the previous local plan.

Mr Weston envisaged a survey being completed during June/July with results being analysed in August – this was again something that could be headed by a Member of the Steering Group supported by community volunteers with an interest in analysing data. He recommended mobilising as many people as possible to supplement and help the group achieve its goals and only seek paid, professional advice when absolutely necessary such as on sustainability appraisals and environmental reports.

Resolved

That the report be noted.

12. FINANCE AND BUDGET

The Interim Chairman advised Members that the Town Council had initially applied for a locality grant to begin the necessary preparations of the Steering Group. Appointed to the Council was Mr Weston for so many hours and work, the end of which was fast approaching. The Council had asked Mr Weston to provide a quote for additional expert assistance.

The Interim Chairman advised that the Town Council had also approved a budget of £15,000 and in addition, the Secretary had applied for a bridging grant of up to £7,000 which would need to be spent by the end of March 2015.

At this juncture, Mr Weston left the meeting.

The Interim Chairman advised that whilst the Steering Group was meeting, an update had been received from the Community Development Foundation and an initial offer of £5,350 grant funding had been awarded.

Councillor Prowse proposed that the Town Council accept the grant from CDF. Councillor Petherick seconded the proposal.

Resolved

That the bridging grant offer of £5,350 be accepted.

13. TASKS AND TASK LEADERS

It was agreed that this item be deferred for consideration at the next meeting of the Steering Group.

14. DATE OF NEXT MEETING

Thursday, 5 February at 7 p.m. in The Manor House, Dawlish.

JOHN PETHERICK
Interim Chairman