

**5 FEBRUARY 2015**

**DAWLISH NEIGHBOURHOOD PLAN STEERING GROUP**

Present:

Councillor Bloomfield  
Councillor Clemens  
Councillor M. Lowther  
Councillor Petherick  
Councillor Prowse (Chairman)  
Councillor Swift  
Mrs C. Ballard  
Mr C. Jeffery  
Dr C. Marsh  
Mr J. Simon (Co-optee)  
Ms F. Tullis  
Mr C. Swanwick (Vice Chairman)  
Mr M. Wrigley

Also present:

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

**1. APOLOGIES FOR ABSENCE**

There were no apologies.

**2. MINUTES**

The minutes of the meeting held on 14 January 2014 were approved and signed as a correct record.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4. MATTERS OF URGENCY**

- Members requested a financial update be provided to the next meeting of the Steering Group.
- The Chairman advised Members that the issue of a webpage for the Steering Group had arisen at the Town Council meeting held on the 4 February. It was suggested that a page be listed on the Town Council's website that would host meeting agendas, reports and minutes and any other document pertinent to the work of the Steering Group.

Resolved

That the quote from the website provider be pursued in the setting up of a webpage for the Steering Group.

## **5. PROJECT PLAN & TIMETABLE**

Mr Weston advised that the Project Plan & Timetable would be circulated with future copies of the agenda and would be 'ticked' off as and when the various tasks had been completed. The group had now moved onto Stage 2 – Survey & Analysis which would involve getting to know the Dawlish of today, establishing lines of communication and networking of various contacts. This element of the Plan would involve significant amounts of work and research.

## **6. AREA DESIGNATION APPLICATION**

Mr Weston advised that previously the area that was the Parish area had never been designated as a Neighbourhood Plan Area and was surprised that the previous Plan had reached the formal examination stage in its absence.

Following a brief telephone call with the Town Clerk and Planning Officers at Teignbridge District Council it was agreed that Dawlish Town Council would submit an application together with a map of the area and supporting document to Teignbridge to have the area designated as a Neighbourhood Planning Area.

The Local Planning Authority (Teignbridge) would be required to advertise the order on their website; members of the Public could make representations and the Local Planning Authority would then have to determine whether it was content for the area to be designated, refuse or amend it for sound planning reasons. It was likely the area would be designated and this did not affect the group's timetable. He suggested a press release be issued to indicate that this had been undertaken.

The Chairman advised that she would bring forward Item 10 – Steering Group Launch and Official Media Releases.

## **7. STEERING GROUP LAUNCH AND OFFICIAL MEDIA RELEASES**

The Chairman advised she was content to place a small notice in the paper stating that the group had commenced its work together with an article in the Town Crier, the Town Council's publication which was issued four times a year.

Resolved

That the Chairman place short notices in the local newspaper together with the Town Council's publication.

## **8. TASKS & TASK LEADERS**

The Chairman advised that a number of tasks would require lead roles and appealed to anyone on the Group to come forward if they would like to lead a working party gathering information on relevant topics related to the plan.

She stated that the Revd Roger Whitehead was happy to be involved in any working party examining the issue of homelessness, also members of the churches and rotary within Dawlish keen to help.

## **9. EVIDENCE BASE**

- **STRATEGIC CONTEXT**

Mr Weston advised that the Strategic Context document that had been circulated prior to the meeting was intended to bring together all the current strategy documents that prevail and imposed on the Group's work. Once entering the planning stages of the Plan, the document would become very relevant.

- **LOCAL CONTEXT**

Mr Weston appealed for assistance in the production of the companion document which sets out in detail and in short form what Dawlish was all about – the completion for this piece of work being the end of March. This was one of the pieces of work that would require people to have the time, aptitude and skill set to invest in research.

Mr Wrigley suggested a good starting point for this would be reviewing the previously submitted plan and update where necessary.

Resolved

That Mrs C. Ballard, Mr C. Swanwick and Mr M. Wrigley form a task group to undertake this work and Mr Weston to provide templates, lines of enquiry and checklists for assistance.

## **10. STATUTORY CONSULTEES**

Mr Weston advised that Schedule 1 of the 2012 Regulations states that the Steering Group must make early contact and consult with statutory consultees ranging from local, regional and national organisations. This allows any interested organisation to submit to you statements or policies they feel the group should be considering when formulating the Neighbourhood Plan.

The Secretary would be contacting the 50 plus organisations and would keep track of initial responses and or items for noting to the Group.

Mr J Simon suggested that the use of Facebook and Twitter would be invaluable assets that would enable the Steering Group to 'get its message out there' quickly in the form of short statements with links to the detailed information on the website.

Resolved

That the Secretary

- (a) Maintain a matrix of responses from the statutory consultees and update the Steering Group as and when necessary; and
- (b) Establish Facebook and Twitter accounts for the Steering Group to be administered by a Member of the group.

#### **11. WEST EXE CLUSTER MEETING**

Councillor Bloomfield advised that she had attended the West Exe Cluster meetings which involved former interested parties to Exeter City Council's former unitary council bid.

It was discussed that currently the Parish of Exminster was in a Purdah Election Period prior to their Neighbourhood Planning Referendum being put to residents on the 12 February; to agree the Neighbourhood Plan there had to be a 50%+1 majority in favour. One issue raised was that of a possible through school (5-18 years of age) being built in Exminster. This could affect Dawlish; Cockwood had a primary school which was full, Kenton had limited capacity and Starcross at present had spaces. She suggested a demographic survey of the area was required so as to better understand the age groups within Dawlish and what future trends may occur.

Mr Simon submitted that adult education with evening classes would also something that could be looked at during this review.

Resolved

That demographics be added to the list of topics to be examined over the duration of the Steering Group.

#### **12. DATE OF NEXT MEETING**

7 p.m. on Tuesday, 3 March 2015 at The Manor House, Dawlish. The Chairman advised that no meeting would be held 5 May due to the proximity to the local and national elections.

## **AIDE MEMOIRE**

Suggested areas of research:

Redrock, Adult Education, Schools, Medical, Local Food, Dementia Friendly Town, Car Parking, Broadband provision, Mental Health & Family Support Transport and Population Demographics.