MINUTES OF NEIGHBOURHOOD PLAN TORQUAY
Steering Group Meeting
Monday 2nd March, 2020 6.30 – 8.30pm
TCDT Building, Temperance Street, Torquay

Officers of the Steering Group: Leon Butler, Chair
Darren Cowell, Vice-Chair
Pat Bishop, Treasurer

Steering Group Members: Julie Brandon, Chris Davies, Margaret Forbes-Hamilton, Nigel Goodman, Rodney Horder, Sue Kenway, Len Short and Joanne Ginger (Minutes).
Apologies: John Rawson, Tracey Cabache, Cllr Steve Darling and Alan Griffey

Absent: Brian Roberts

Item	
1.	**Apologies and Housekeeping**
	The meeting at 6.30pm. LB welcomed the group and thanked everyone for attending. Apologies were received from: John Rawson, Tracey Cabache, Cllr Steve Darling and Alan Griffey
2.	**Minutes from previous meeting held on 25 November 2019**

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The minutes from the meeting held on Monday 25th November 2019 were accepted by the group as an accurate record. Proposed by Pat Bishop. Seconded by Rodney Horder.

NOTE: AOB item subsequently updated by SK 21.07.20 – See item 8.

C/F and Matters Arising from previous meeting Actions:	Update:
Budget **ACTION: LB to reissue current Finance sheet**	**C/F**
Changes to the TNP policies – Reg 14 Consultation **ACTION: LB to recirculate list of proposed changes to Policies.** **ACTION: SD to check on TNPF being part of preplanning discussion – SD.**	**Unable to be formally actioned with Planning team. Request TNP receive regular updates from Planning team.**
How to function effectively on limited resources **ACTION: Ask all CPs if there is at least one individual in their CP who monitors and takes the lead on planning in their area. Request each CP signs up to receive the Planning Bulletin – LB.** **Monitor those areas where Community Partnerships may not be as active as others.** **Community Partnerships can invite developers to present the plans to their group.** **ACTION: DC to explore how much is available within CIL fund and within Section 106 – DC.**	**TC to carry forward and discuss with each Torquay Community Partnership.** **Ongoing**
Constitution review **ACTION: LB to recirculate the constitution and instruct an email vote on the suggested amendments.**	**C/F**
5 year housing land supply **ACTION: LB to explore if there is a Defined Town Centre ring (Refer to town centre master plan).**	**C/F**
TNPF's involvement and influence in TC's Review of the LP. **ACTION: LB to email DC re TNPF consulted with prior to formal consultation**	**New Action**

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	Actions from meeting held on 25th November	
	CIL and the criteria for community projects/how to administer **ACTION: TC to contact Andrew England to explore how the Council will allocate their share of CIL funding**	**Monitor and C/F**
	Changes to the TNP policies – Reg 14 consultation **ACTION: LB to contact locality to identify if there a consultation would be required to reflect any necessary changes - LB** **ACTION: TCDT to keep a watching brief on how the council continues to integrate itself with the community - TC** **ACTION: Contact DC/SD to see if an informal meeting with the planning Dept can be arranged to help gain understanding from both sides – LB** **ACTION: LB to circulate changes to TNP policies – LB**	**Ongoing**
	Website update/management **ACTION: Meeting minutes to be included on to the website. JB to advise what date period required – JB.** **ACTION: TC will look into the Control Panel Login to allow overarching access to the website dashboard - TC** **ACTION: Website Dashboard - Ensure the correct person is listed to get the emails i.e. JB receiving the communications email - TC**	**JB to C/F website and email account login actions**
	Constitution **ACTION: LB will check how many is quorate** **ACTION: LB to re-review the review of the constitution** **ACTION: TC to liaise with each Torquay Community Partnerships ref proxy vote when discussing CIL monies**	**C/F**
	TNPF's involvement and influence in TCs review of the Local Plan. **ACTION LB to include 'Process for TNPF involvement in review of Local Plan 'in email to SD and DC**	**C/F**
	5 year housing land supply **ACTION: Request response from SD and DC prior to emailing re CIL money - LB**	**C/F**
3.	**Latest Reference Group Meeting update (meeting between Forums and Planning)** **a) CIL latest position from TC** **b) Review of the LP** **c) Planning Committee process feedback/agreed changes**	
	The Reference Group met for an informal meeting and discussed issues raised through the Neighbourhood Plan and Neighbourhood Forum. It was reported the audio quality was poor and a suggestion of recording the meetings was aired. Due to the meetings taking place across different locations, this could prove difficult. The principle of recording was not a concern however a method would need to be agreed.	

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	The Procurement team at the Council had been tasked to replace some of the existing equipment with a low cost, portable solution, however this would need to be trialled. It was advised TTC CP have some audio recording equipment available for use if required. There was an aspiration for Neighbourhood Forums to work together with Planning Officers – Suggestion to invite the Planning Team to a presentation by all 3 Neighbourhood Forums. It was also felt if the Neighbourhood Plan were to be misrepresented, a default to the relevant Neighbourhood Plan was suggested to take place prior to a meeting taking place.
4.	**Update from recent planning applications**
	No further update apart from Edginswell discussed in item 6. MFH awaiting an update from Dairy Crest.
5.	**5 year housing land supply**
	Ongoing - C/F.
6.	**Edginswell FGA and proposed Cavanna development**
	Cavanna Homes wish to progress the Edginswell project. Onsite meetings and discussions had begun. Plus there were plans to set up formal community engagement, led by a consultant. It was agreed LB, representing the Neighbourhood Forum and DC, representing Community Partnerships, would work with Cavanna Homes. When ear marking realised how steep it is, 1:3, lots of cut and fill Key issues to highlight: Social housing, concern re double access to the area. The draft layout may have improved green space. The Energy and efficiency was good. Discussed: • The Land Supply Register would be refreshed in April. • Brunel Surgery. • Old Tesco site purchased by Torbay Council – Conceptual ideas needed and a solution sort for development of the site (suggestions: warehouse type business structure, Leisure Development, Medical satellite hub station).

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7.	**Mariana development – what is an acceptable scheme to help facilitate making it happen.**
	Torbay council are to progress a plan to develop the Marina Car Park site, a development that would be acceptable to its height, size and bulk. Including: restaurants, cafes on ground floor with residential apartments above. Discussions: • There was a fundamental objection to putting flats on the car park site. • It was suggested the structure to be set at a maximum height in keeping with other surrounding buildings i.e. no higher than those buildings in Vaughan Parade. • Cafes/Shops were encouraged. • An all glass, Indoor Multipurpose Centre for when weather wet was suggested. Previous plans by Mark Hoyle were referenced, when the Pavilion was being looked into. It was requested to keep all equipment on Cary Green. • JB advised building on the site, for residential development, would be highly unlikely to be supported by TTC CP as it was felt the site has some of the best views in bay and if it were to be made residential it would not be able to be enjoyed by the majority of local people, only those who were in the high earning bracket. **ACTION: JB to discuss Marina development with TTC CP** **ACTION: LB to go back to DC to advise there had been no consensus.**
8.	**Next meeting and AOB** • Wellswood CP felt that the decision to exclude Highways projects from CIL discriminated against its Neighbourhood Plan which had two Projects, both of which were Highways. Following the evolution of the Plan two further projects have become necessary and both of these are also Highways. They relate to restricting parking in Asheldon and Daddyhole Roads to ease traffic movement. Council Officers visited Asheldon Road 3 years ago and agreed there was an issue, but stated "there was a moratorium on yellow lines". There is very little hope of getting these addressed unless it is through CIL/106, and certainly no hope if CIL could not be applied to any Highways projects, as the Council had no intention of funding these requirements. It was on these grounds that the change was made despite it being deeply ironic that Asheldon Road is a stones throw from the Palace Hotel which will generate a large amount of CIL. (Updated by SK 21.07.20). **ACTION: LB to change wording to allow minor road changes.** The meeting closed at 20.55pm
	The next meeting will take place on: Monday 11th May at 6.30pm at TCDT Office in TCDT Temperance Street Office.

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