MINUTES OF NEIGHBOURHOOD PLAN TORQUAY
Steering Group Meeting
Monday 3rd June, 2019 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, Tracey Cabache, Nigel Goodman, Rodney Horder, Len Short, Alan Griffey, Sue Kenway, Brian Roberts
Joanne Ginger (Minutes)

Apologies: Chris Davies, John Rawson, Margaret Forbes-Hamilton, Cllr Steve Darling

Item	Minutes/Actions Agreed
1.	**Apologies and Housekeeping** LB welcomed the group and opened the meeting at 6.30pm. Apologies received from: Chris Davies
2.	**Minutes of the last Meeting – 4th February 2019** Previous Minutes: The minutes from the meeting held on 4th February, 2019 were approved by the group. Matters arising: ACTION (from 05/02/18): Item 3. LB will clarify the definition of membership as part of the constitution – **Covered as part of the agenda.**

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	2.B: Anne Marie Bond to be invited to attend the Sladnor Park Meeting, for interest of balance. All Cllrs have already been invited – RH. **This meeting did not take place.** Site Objections Meeting will be held at Torbay Council. ACTION: Enquiry to be made to find out if the meeting can be attended and if there would be an opportunity to speak at the meeting. **This meeting did not take place. It was unknown when it would be re-planned.** Corbyn Head - Planning **ACTION: DC to speak to Nick Pentley with reference to:** o **Request to defer item from agenda to next meeting. If not deferred, request to extend allotted discussion time from 5 to 15 mins due to type of property.** o **Contradiction where planning is undermining the Neighbourhood Plan** **Key notes:** o **The Planning Team will need to be well briefed by the Neighbourhood Forum/s** o **Definition of 'local area' – How it has been interpreted**
3.	**The Referendum campaign and result:** **a) The good, the bad and the ugly** In summary there was a lot of good, positive promotion - Facebook posts got people talking and debating (which on balance was okay). The banners seemed to work well and initiated conversations and prompted wider discussions and research. It was felt the stickers did not work particularly well. The 'Ugly' part was the reaction received from Torbay Council after promoting the Neighbourhood Plan via banners erected throughout many green spaces across Torquay resulting in some banners being taken down. **ACTION: TC will liaise with Community Builder to remove the banner from the Play park.** **b) Financial statement of spend** **ACTION: LB will update the budget sheet.** **ACTION: TC advised that Printing costs were still to be invoiced.** **c) Facebook engagement going forward** Quite a large number of people were interested throughout the referendum campaign - It prompted the community to talk and find out about the plan. This avenue should be kept in mind for continued awareness and used to promote key messages. **d) Post referendum – monitoring phase and how to manage effectively**

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	○ Key issue for concern is how to monitor planning applications that the Steering Group are not notified of. ○ Need to understand how the notification process works for it to be effective. ○ Weekly emails are received by those who register, however the email includes all planning application throughout Torquay (including small residential applications). Need to consider how this is managed. ○ The weekly Planning Applications email is circulated out to the Community Partnership Steering Groups/Residents Associations by many of the Chairs. Note: Barton, Watcombe, The Willows and Shiphay need to be monitored particularly due to impending boundary changes. **ACTION: Please feedback to LB if any steering group member/Community Partnership Member spots any application of interest.** **ACTION: DC to speak to Andrew England re how to group the applications in to ward order/can this be developed?** **e) Make up of Steering Group and constitution** ○ Currently a monitoring group on a day to day basis. However there will be, at times, items for review. ○ Consider type of role to work with local plans and refresh ○ What should the steering group consist of? ○ Forum currently has a majority of Community Partnerships along with Residents Associations. Important to be supported by CPs which are representative across each area of the community **ACTION: TC/LB will review the constitution and refresh.**
4.	**CIL – methodology of managing projects and how to implement.** ○ CIL funds Increased from 15% to 25% when the Neighbourhood Plan was agreed ○ CIL Funds to be allocated to agreed community projects ○ Ensure TNP Forum are the gatekeepers of where CIL Funds are allocated ○ Concern: When last raised with Council Officers, statements were made that were not attributed to outcomes ○ 0 funds have been allocated to date ○ The group debated CIL fund allocation – local areas/types of projects/current and future local developments acknowledging, sometimes, more smaller projects may make a very big difference in a local area ○ Consider deprived areas, consider priorities – Ask what is needed to help areas/partnerships in more deprived areas ○ Note: CIL funds are only applied to under 15 units (re development) ○ Estimate: £125k per year, if on track ○ How can we best focus CIL money on local projects

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	○ Levels of CIL expectancy ○ What happens with the council 75% of CIL? Carry Forward: ○ DC to discuss CIL with Torbay Council Finance ○ Request a new CIL calculation to be drawn up from Torbay Council to understand a sense of scale ○ Develop and agree a set of consistent policies ○ Liaise with Community Partnership's to ask what is their wish list for their area and what are their priorities
6.	**Next meeting and AOB** The next meeting will take place on: **Monday 29th July 2019 (6.30-8.30pm) at TCDT Office in Temperance Street.** Meeting closed at 8.20pm

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