# MINUTES OF NEIGHBOURHOOD PLAN TORQUAY
## Steering Group Meeting
## Monday 25th November, 2019 6.30 – 8.30pm
## TCDT Building, Temperance Street, Torquay

**Officers of the Steering Group:** Leon Butler, Chair
Pat Bishop, Treasurer

**Steering Group Members:** Sue Kenway, Tracey Cabache, Julie Brandon, John Rawson, Nigel Goodman, and Joanne Ginger (Minutes).

**Apologies:** Darren Cowell, Vice-Chair, Margaret Forbes-Hamilton, Cllr Steve Darling, Alan Griffey, Brian Roberts, Rodney Horder and Chris Davies.

**Absent:** Len Short.

| Item | |
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| **1.** | **Apologies and Housekeeping** |
| | The meeting at 6.30pm. LB welcomed the group and thanked everyone for attending.<br><br>Apologies were received from: Darren Cowell, Vice-Chair, Margaret Forbes-Hamilton, Cllr Steve Darling, Alan Griffey, Brian Roberts, Rodney Horder and Chris Davies. |

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| 2. | **Minutes from previous meeting held on 14 October 2019** |
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The minutes from the meeting held on Monday 14th October 2019 were accepted by the group as an accurate record.

| C/F and Matters Arising from previous meeting Actions: | Update: |
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| <u>TNP Referendum</u><br>**ACTION: LB to remove the banner in situ at Hollicombe Break** | **Outstanding** |
| <u>Budget</u><br>**ACTION: Update budget sheet include invoice for printing costs. PB to email LB updated budget sheet. LB to circulate.** | **Ongoing** |
| <u>Items to Carry Forward:</u><br>○ **ACTION: DC to discuss CIL with Torbay Council Finance – DC.**<br>○ **ACTION: Request a new CIL calculation to be drawn up from Torbay Council to understand a sense of scale – LB/TC.**<br>○ **ACTION: Develop and agree a set of consistent policies – LB/TC.**<br>○ **ACTION: Liaise with Community Partnership's to ask for their 'wish list and priorities for their area' – DC/TC.** | **All Actions will be covered as part of Agenda.** |
| <u>Town Council CIL allocation</u><br>○ **ACTION: Check with Locality re signpost to Management of CIL – LB.**<br>○ **ACTION: LB to meet with TC and will come with ideas to circulate to the group – LB/TC. ACTION: SD to email DC on general spend of CIL and include CIL information required – SD.** | **All Actions will be covered as part of Agenda.** |
| <u>Changes to the TNP policies – Reg 14 Consultation</u><br>○ **ACTION: LB to recirculate list of proposed changes to Policies.**<br>○ **ACTION: SD to check on TNPF being part of preplanning discussion – SD.** | **Will be covered as part of Agenda.**<br>**Policy still not clear on involvement in pre-planning discussions** |
| <u>How to function effectively on limited resources</u><br>○ **ACTION: Ask all CPs if there is 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.** | **TC to carry forward and discuss with each Torquay Community** |

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| | ○ **ACTION: DC to explore how much is available within CIL fund and within Section 106 – DC.** | **Partnership. Ongoing** |
| | <u>Constitution review</u><br>**ACTION: All comments to be fed back to LB and then it will be formally brought to the next meeting. Consider: Is there anything missing? Review the headers and think what should be included in each section - ALL.** | **C/F – LB to take to next meeting.** |
| | <u>Review of TC/LIN's document "Housing for Later Living"</u><br>**ACTION: DC to liaise with Bryony Stephens re Housing in Later Living report. Lois Beech was another possible contact.**<br>**ACTION: How to find the Constitution on the Council Website - CD to make enquiries ref search function not working. (Website: Your council/Councillors/Constitution (right hand side) and calendar).** | **Completed**<br>**C/F** |
| | <u>5 year housing land supply</u><br>**ACTION: LB to explore if there is a Defined Town Centre ring (Refer to town centre master plan).** | **C/F** |
| | <u>TNPF's involvement and influence in TC's Review of the LP.</u><br>**ACTION: LB to email DC re TNPF consulted with prior to formal consultation** | **New Action** |
| **3.** | **CIL and the criteria for community projects/how to administer – agree a list of criteria for consultation with each CP.** | |
| | LB/TC met to look into good practice. Considered:<br>• Look into background<br>• What isn't included<br>• What can be funded<br>• What the decision and requirements are<br>The resulting draft criteria were circulated by email, but received only a few replies to date.<br>Regarding the Council controlled element of CIL:<br>• Torbay Council to provide an offer report on CIL and in particular the community element of CIL<br>• It is hoped it would be consulted with the community prior to publishing<br>• 75% for council - 25% for community projects<br>• It was requested the community have control on how the 25% is spent but this is unconfirmed | |

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| | • Awaiting to see what the formal process will be<br><br>• It was noted a lot of the allocated sites already have planning permission<br>• It was highlighted that Wellswood may/may not generate some CIL money. A substantial payment would be expected from the redevelopment of the Palace Hotel. £0 would be generated from Stoodley Knowle development. It was felt by some that it was unclear on the spending priority in the community, some affluent areas have deprived areas within it. Allocating some spend in more deprived areas can make a huge difference for the community<br>• It was felt the levels of communication were very varied across Torquay, similarly with services such as broadband, community magazine, physical difference between wards, community cohesion – a key priority would be to try and level up to a more even keel.<br>• Some were not in favour for CIL money to be used for 'social engineering'<br>• Adding a community notice board has longevity<br>• Money used for a town centre redevelopment, may or may not generate CIL funds. Should monies be available priorities would be to support infrastructure that are not included on major projects but area a council function i.e. Steps at Maidencombe Beach, reinstating Town Centre Toilets<br>• How to deliver the aspiration for areas who do not have any areas for development will be key<br>• Section 106 covers the wider/broader area. Beaches are not included (which is why the replacement for the Greenspaces Strategy will be an Open Spaces Strategy to include beaches<br><br>Is there any opportunity to Influence Torbay Council CIL funds?<br>The group discussed toilets, benches, dog bins, upkeep and maintenance whilst acknowledging that if the community advocate something new – the community must become responsible for it.<br><br>How will the Council allocate their funds as this will have a knock on effect as to how the community allocation is spent.<br>**ACTION: TC to contact Andrew England to explore how the Council will allocate their share of CIL funding**<br><br>It was agreed the overall aim for CIL expenditure is to 'improve the quality of life in Torbay' – Leon agreed to add this to the draft criteria. We will come back to this at the next meeting. |
| **4.** | **Update from recent planning applications** |

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| | TCCT Occombe Farm: Animal petting area currently planned on green space area. Planning decision delegated to Andrew England for further discussion to consider if it can relocated. |
| **5.** | **Changes to the TNP policies – Reg 14 consultation** |
| | • Currently on hold as clarification required whether a consultation is required on the changes.<br>• The Community Conference Report was distributed out to the community. The council have requested a response from the community<br>• Draw attention to the fact that Planning continues to be an issue<br><br>**ACTION: LB to contact locality to identify if there a consultation would be required to reflect any necessary changes - LB**<br>**ACTION: TCDT to keep a watching brief on how the council continues to integrate itself with the community - TC**<br>**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**<br>**ACTION: LB to circulate changes to TNP policies – LB** |
| **6.** | **Website update/management** |
| | • The website is an opportunity to inform people and is a factual vehicle to showcase the role the Neighbourhood Plan plays in the community. Facebook is primarily used for questions.<br>• The website has a 'click on link' for anyone wishing to email the group to ask a question.<br><br>**ACTION: Meeting minutes to be included on to the website. JB to advise what date period required – JB.**<br>**ACTION: TC will look into the Control Panel Login to allow overarching access to the website dashboard - TC**<br>**ACTION: Website Dashboard - Ensure the correct person is listed to get the emails i.e. JB receiving the communications email - TC** |
| **7.** | **Constitution** |

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| | Item C/F<br><br>**ACTION: LB will check how many is quorate**<br>**ACTION: LB to re-review the review of the constitution**<br>**ACTION: TC to liaise with each Torquay Community Partnerships ref proxy vote when discussing CIL monies** |
| **8.** | **TNPF's involvement and influence in TCs review of the Local Plan.** |
| | No comment can be made at present as the process is yet to be understood.<br><br>**ACTION LB to include 'Process for TNPF involvement in review of Local Plan 'in email to SD and DC** |
| **9.** | **5 year housing land supply** |
| | • Decisions are still to be agreed.<br>• It was agreed to seek legal council's opinion on land release from local government parcels of land.<br>• PB will monitor Council Meeting agenda items.<br><br>**ACTION: Request response from SD and DC prior to emailing re CIL money - LB**<br><br>Meeting closed at 20.16pm |
| **10.** | **Next meeting and AOB** |
| | **The next meeting will take place on: Monday 3rd February at 6.30pm at TCDT Office in TCDT Temperance Street Office.** |

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