MINUTES OF NEIGHBOURHOOD PLAN TORQUAY
Steering Group Meeting
Monday 20th July, 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, Tracey Cabache, Chris Davies, Margaret Forbes-Hamilton, Nigel Goodman, Rodney Horder, Sue Kenway, and Joanne Ginger (Minutes).
Apologies: John Rawson, Cllr Steve Darling, Alan Griffey, Len Short
Absent: Brian Roberts

Item	
1.	**Apologies and Housekeeping**
	LB welcomed the group and thanked everyone for attending. Apologies were received from: John Rawson, Cllr Steve Darling, Alan Griffey, Len Short
2.	**Minutes from previous meeting held on Monday 2nd March, 2020**
	The minutes from the previous meeting were agreed by all. AOB was subsequently updated by SK following the meeting held on 20.07.20: **Actions/matters arising:** Item 7. **Marina development – What is an acceptable scheme to help facilitate making it happen**

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	Update: MDL will soon be able to begin conversations with Torbay Council, following MDLs separation from Nicholas James group. The thinking is around development on the MDL Car Park, which would be of similar height to Vaughn Parade and would then enable restoration of the Pavillion. DC had advised the group at a previous meeting that engaging with a community consultation would be key. The key challenge is still around what to do inside space of the pavilion to ensure it is sustainable. Ideas may emerge as part of the community consultation. A company called RIO, have completed a lot of work in Plymouth and have experience in working on buildings in difficult areas. Main focus is community based, always add in a food element. Also reference Devonport Guildhall. It was suggested to get in touch with RIO for Pavillion ideas. https://devonportguildhall.org/ and https://realideas.org/portfolio/devonport-guildhall/ Cary Green now designated LGS. Dairy Crest site plans were submitted to planning 6 weeks ago, awaiting validation: MFH to email DC who will chase up with Planning Team. Item 8 **ACTION: LB to change wording to allow minor road changes – LB COMPLETED** **AOB was subsequently updated by SK following the meeting held on 20.07.20:** • 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). Apologies were issued due the late circulation of the minutes.
	Actions/matters arising from previous meeting held on 25 November 2019

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	C/F and Matters Arising from previous meeting Actions:	Update:
	Budget **ACTION: PB to reissue current Finance sheet to the group.**	**PB to recirculate**
	Changes to the TNP policies – Reg 14 Consultation **ACTION: LB to recirculate list of proposed changes to Policies.** Update: Has been overtaken by events. The Local Plan is in the process of being reviewed. All agreed to keep on hold for the foreseeable. Local Plan Update: There will be a review of the review which will be completed by December, which will specify the scope of the review of the Local Plan. There are a wide range of possible reviews of the Plan i.e. Housing or Climate aspect. There will be an officer review presented to cabinet and there will be a decision on the review. The review working group will be politically balanced, a will constitute in a different way, will include a representative from each of the 3 Forums plus a developer representative, bringing their experience and knowledge. As a Forum should be open to local business. It was advised the Terms of reference from the Local Plan Review Working Group is not a decision making body, It is a discussion group that will come up with recommendations to cabinet, all contributions and will inform the report and final recommendations. An important part of the ethos is to include all partners. The people who will be invited will be determined by the working group. Social Housing key. The working group will be led by the Assistant Director of Planning. Some of the group aired caution and concern around developers being part of the group as it was felt own interest would be a priority. However with proper management having all stakeholder present could be beneficial. Updated information will be circulated as and when available. The new constitution does effect the new role. **ACTION LB to recirculate the revised constitution. LB to double check Quorate and to send to council once approved.** **ACTION: SD to check on TNPF being part of preplanning discussion – SD.**	**On hold.**
	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.** Update:	

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	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. Hele & Lower Barton CP Chair – Leanne Engdahl Barton, Watcombe and Willows CP Chair – Bruce Porter Ellacombe CP Chair - TBC Extend an open invite for the Community Partnership chair or a designated nominee to join the TNP meeting. **ACTION: TC to email LB an updated CP Chairs list.** Steering groups originally had one Cllr per group but this may be useful to review. **ACTION: Include Councillors in TNP minutes circulation.** **ACTION: DC to explore how much is available within CIL fund and within Section 106 – DC.**	**Ongoing**
	<u>5 year housing land supply</u> **ACTION: LB to explore if there is a Defined Town Centre ring (Refer to town centre master plan).** **Discuss as part of agenda. It was confirmed there is a defined town centre ring.**	**Completed.**
	<u>TNPF's involvement and influence in TC's Review of the LP.</u> **ACTION: LB to email DC re TNPF consulted with prior to formal consultation**	**Completed**
	<u>CIL and the criteria for community projects/how to administer</u> **ACTION: TC to contact Andrew England to explore how the Council will allocate their share of CIL funding**	**Discussed as part of agenda**
	<u>Changes to the TNP policies – Reg 14 consultation</u> **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**	**Discussed as part of earlier items. Completed**
	<u>Website update/management</u> **ACTION: Meeting minutes to be included on to the website. JB to advise what date period required – JB.**	

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	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** Update: JG will review minutes on TNP website and forward any missing minutes to JB. JB is able to access the website dash board. TC is still receiving emails addressed to Mike Lister which needs to be updated.	
	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**	**Discussed as part of earlier item.**
	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**	**Discussed as part of earlier item.**
	5 year housing land supply **ACTION: Request response from SD and DC prior to emailing re CIL money - LB**	**C/F**
3.	**Town Fund Update**	
	A Board Meeting was taking place this evening. Alas, Fleet Street pedestrianisation proposals was unlikely to be taken forward at this time and would not be part of the Town Fund opportunity. Emphasised support for a whole range of projects. Be mindful of parks around the whole of Torquay, particularly hard to reach communities who may need support in sourcing funding streams and assistance in the application process, as these areas would greatly benefit from any funding to help improve the park. Toilets: PB raised the issue St Marychurch being desperate to open the Cary park public toilets if any funding were to become available. However it was always hindered by the level of add on costs plus service charges on an ongoing basis. **ACTION: LB to cc DC in email to raise the issue that there were no public toilets open in Cockington at present.**	
4.	**CIL**	
	The Section 106 aim is to be clear and transparent. Cornwall have a detailed website, where it is able to see, almost down to street level, how 106	

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	and possibly CIL funding has been allocated. The same model is being explored by Torbay Council. Need to ensure there is a robust process for CIL. Explore if there is a possibility to use funds as a top up for crowd funding campaigns. **ACTION: DC to raise CIL funding model with Dave Edmondson.** Watcombe Beach was raised, discussions around rewilding the area and removing the current infrastructure as this was causing some of the erosion problems, however it was unclear how the project would be funded.
5.	**5 year housing land supply**
	The latest Council positon is 2.9 years which was .1 of a year short to keep the housing policies in the Local Plan and Neighbourhood Plan valid. Disappointment was aired around a major Stoodley Knowle project which had not included in the figures. Reference date for Review was April 2020. Deliverables and demand should be referenced to April.
6.	**Council Interface MP Chairs Meeting**
	• An opportunity was suggested for a transitional period from the Reference Group and Local Plan to review and help reshape the group to a long term working group. • David Edmondson exploring possibility for Neighbourhood Forum representative to speak at planning meetings, arranging a meeting with the Chair of Planning Committee Meetings. • There was a need to look at best practice from Planning Committee Meetings around the country, looking for examples with a Q&A process as part of a review package for significant developments. • It would also help everyone to understand the intention of the Neighbourhood plan, as it can often be interpreted in different ways, this would help the planning committee know the exact intent. • This would help raise the profile of the Neighbourhood Plan. • Package of training and awareness suggested, to help know the best questions to ask and build experience and confidence to challenge. **ACTION: Check on the Reference Group Notes that Neighbourhood Forum representation at Planning Committee Meetings has been progressed by David Edmondson.**
7.	**Current Applications**

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	• Sladnor Park – Still waiting to hear, no further information received. • No major applications been submitted for some time. • Email application alerts have been sporadic and not always received on a weekly basis. • A new Customer relationship tool being looked into by Torbay Council. The platform would be a one stop shop to for enquiries I.e. car park applications, council ta etc. The IT solution would look at streamlining to improve service and make information more accessible. **ACTION: LB to email David Edmondson to request regular automated planning updates to be disseminated once an application has been validated.**
8.	**AOB**
	• Fleet walk pedestrianisation – the group discussed and debated the idea to proactively explore commissioning an artists impression of how the Fleet Walk pedestrianisation station could look, and use the drawing to canvas public opinion (businesses and community) via social media. Include accessibility ideas i.e. a mobility scooter drop off point at top and bottom, consider where would the buses stop, how the junction at the bottom would look, Strand connectivity, foot bridge purpose. It was reported that pedestrianisation had received a 50/50 response. TC exploring question wording on the 3 previous consultations around the reported 50/50 feedback figure. Community Builders would be able to canvas opinion in and around the high street area to help provide supporting evidence and opinion. Explore the timeframe: Consultation work could be undertaken throughout as there may be an opportunity to influence design going forward if various preparative work has already begun on a variety of proposals. Scope out the project as whole: Conceptual drawings through local architects, needs experience of highways and traffic flow experience/people movement with the aim to design the area as a shared space. It was a strong view of the group that Pedestrianisation should be kept at the top of the agenda. **ACTION: JB to explore obtaining an artists impression, free of charge or low fee artwork through various architect contacts. Request an artists impression of fleet street pedestrianised, including Cary Parade, the junction and fleet street to provide context.** • TNP AGM - The previous AGM was deferred twice (as was not quorate) feasible to be held via Zoom.

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	ACTION: Check date when previous AGM and circulate to the group.
	The next meeting will take place on: TBC

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