



MINUTES OF NEIGHBOURHOOD PLAN TORQUAY
Steering Group
CDT Building, Temperance Street
Monday 8th June 2015
6.30pm – 8.30pm

Officers of the Steering Group:

Leon Butler (LB) Chair
Martin Cavanna (MC) Vice Chair
Andy Baker (AB) Treasurer
Julie Brandon (JB) Communications Office, Arts and Culture

Steering Group Members:

Pat Bishop (PB) Margaret Forbes-Hamilton (MFH)
Andrew Gunther Alan Griffey
Darren Cowell (DC) Paul Raybould (PR)
John Rawson

Residents / Public Attendance:

Pat Steward (PS)
Tamsin Davies (TD)
Len Short (LS)

Item	Minute/Action Agreed
1.	Welcome, Housekeeping and Apologies Mark Hoyle, Usha Garrattley, Brian Roberts all sent apologies
2.	Matters Arising from the last Steering Group Meeting 13/04/15 and Public Meeting 11/05/15
	Steering Group 13/04/15 Minutes approved: Proposed Andy, Seconded Tamsin

a)	<p>Public Meeting 11/05/15</p> <p>Cary Green – Mayor does not comment on planning issues</p> <p>AGU - Feels the public feeling is equally against The Hotel Harbourside plans as much as Cary Green</p> <p>RE: Cary Green - Leon and Julie went to see Steve Parrock and then Mark King.</p> <p>ACTION: LB will summarise in a document and send around</p>
b)	<p>DC – Meeting in 2012. RE: Cary Green, Councillors were not aware what they were signing up to (thought it would go to full council)</p> <p>LB – A formal email went out to a few days ago, TTCCP will be discussing at next meeting</p>
3	<p>Review membership of Steering Group to reflect next phase of Plan</p>
	<p><i>Steering Group List</i></p> <ul style="list-style-type: none"> • Tamsin - Representative for Shiphay and The Willows • Darren Cowell was co-opted on • Take off Task Group (Gateway) • Alan Griffey - co-opted on • Steve Darling - proposed • Darren Cowell – seconded • Nick Burleigh to come off list • Paul Turner to come on list
4.	<p>Election of Vice Chairperson</p>
	<ul style="list-style-type: none"> • Vice Chair – Darren Cowell was proposed as Vice Chair – all agreed • Housing and Education representative – Martin Cavanna was put forward for this after his standing down as Vice Chair • Vote 11 (unanimous) None against • 1 against (Tamsin)
5.	<p>Treasurers Report Remaining budget and Project Plan to be agreed</p> <p>Agree call for remaining money from Council and to confirm their resource commitment</p>
	<p><i>Treasurer</i></p> <ul style="list-style-type: none"> • 1 invoice has been paid £79.38

	<ul style="list-style-type: none"> • £228.30 in the bank • £17830.34 available • JB is now a signatory • Still one more needed so there are three signatories • LB as chair? DC proposed - All in favour • LB concerned we don't have money in the bank (council are holding) • AGU – Council will release as each stage comes up • Request for money needs to be made in line with project plan and they will release it • Sustainability Assessment Appraisals – will be done by a company • A detailed project plan and action plan is needed • LB – will start the project plan with subsections • Concerns re: 3 referendums happening at the same time.
6.	Housing and development sites review – where are we and what next
	<ul style="list-style-type: none"> • LB has sent list of updated Housing sites • AGU sent email last week, with links re: Correspondence with inspector. Concerns over modifications. • Inspector suggested a delay in plan • Council have gone back with counties plan • Consultation - 20/6 and 3/8 • AG will send around updated sites. Please keep in Steering Group. • Housing numbers <i>will</i> be reduced. Information will be available in 2 weeks • CP's and Forum need to make sure the information is out there • MFH - Torre and Upton to be added to the email on 4th June – feeding into July meeting/debate
7.	Agree website plan action and formation of a communications sub group to support next phase of Plan
	<ul style="list-style-type: none"> • Can we spend the £250 on the website? • Executive to decide? Was put to a vote: SD was proposed and DC - Seconded • Ogwell Neighbourhood Plan site is really good (Tamsin) • MFH - Community magazine (Hele Angels) as so many don't have emails/internet • JP - We can submit stuff to Herald • CP's should lead on this in their areas

	<ul style="list-style-type: none"> • Riviera Life Magazine – Good idea • We could do a press release and disseminate to publications via CP's • There is a 'corporate' message to send out as well • Commissions sub group - JB, DC, LB, SD, PB, and HM (admin)
8.	Draft policies discussion – agree format and action plan
	<ul style="list-style-type: none"> • Housing Policy - Discussed the Policy • Viability of housing should be published (even though it won't change the result) <p>H3 Need to agree the affordable housing <i>includes</i> the older community as not all of them have money to buy or maintain a retirement home</p> <p>H4 Needs addressing</p> <p>H6 Are we able to please develop of Edginswell? Ask inspector</p>
9.	Stakeholder and public consultation – agree format and action plan
	<ul style="list-style-type: none"> • Paignton did a mailshot via Royal Mail • Should we do one in September in Torquay? • Flyer with information signposting where to get more (sub group to look at) • TC – stakeholders list – chase • Project plan - June, Send out to stakeholders • September – Send out to the public, instead of inviting stakeholders to a meeting then the Steering Group and Community Partnerships can contact stakeholders • KD – ask him/contact him
10.	Next meeting and AOB

Meeting Closed

**Next meeting:
Steering Group**

6th July 2015 – Torbay CDT Office – 6:30pm – 8:30pm