



MINUTES OF NEIGHBOURHOOD PLAN TORQUAY
Steering Group Meeting
Monday 4th February, 2019 6.30 – 8.30pm
TCDT Building, Temperance Street, Torquay

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

Steering Group Members: Julie Brandon, Tracey Cabache, Nigel Goodman, Rodney Horder, Len Short, Alan Griffey, Chris Davies

Joanne Ginger (Minutes)

Apologies: Sue Kenway, John Rawson, Darren Cowell, Vice Chair, Margaret Forbes-Hamilton, Cllr Steve Darling, Brian Roberts

Item	Minute/Action Agreed
1.	<p>Apologies and Housekeeping</p> <p>LB welcomed the group.</p> <p>Apologies: Apologies were recorded from Sue Kenway, John Rawson, Darren Cowell, Margaret Forbes-Hamilton, Cllr Steve Darling and Brian Roberts.</p> <p>Previous Minutes: The following corrections were noted to the previous minutes: Monday 7th January, 2019.</p> <ul style="list-style-type: none"> ○ Point 2. A: The summary was given by NG. ○ Point 2. B: The summary was talked through by RH. ○ NG/RH/LS/AG were previously listed as Residents/Public Attendees, however all afore mentioned attendees should have been listed as Steering Group members.

	<p>All the above have been corrected.</p> <p>Matters arising: ACTION (from 05/02/18): Item 3. LB will clarify the definition of membership as part of the constitution. 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</p> <p>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.</p> <p>2.C: Corbyn Head: Clause in the Local Plan that a 3D plan had been agreed to be produced but has not been made available on the website.</p> <p>The website issues have been resolved.</p>
<p>2.</p>	<p>Current position with Planning</p> <p>The group felt the depleting number of planners should be challenged with the Council. Concern was shared that without enough employed planning staff, the team cannot effectively scrutinise planning applications, which has cause for concern regarding competency. To effectively challenge the Council, Statutory Guidelines would need to be sort and checked to identify needs.</p> <p>ACTION: CD to contact other L/A Planning Depts to check if there are statutory requirements.</p>
<p>3.</p>	<p>Torbay Together Partnership</p> <p>LB has written to formally request TTP to refrain from commenting on live planning applications. If TTP are to continue to feedback on live applications, a Neighbourhood Plan representative was requested to join the group.</p> <p>The group discussed that TTP remit is to put across a business view, but there is no public representation.</p> <p>LB has met with Jim Parker.</p>

	<p>The Fragrance Group will be giving a presentation re proposed Park/Palace and Corbyn Head developments to TTP on 19th February.</p> <p>ACTION: TC to speak to Simon Sherbersky, as representative of the community, to include Neighbourhood Plan</p>
<p>4.</p>	<p>The Referendum Campaign</p> <p><u>Promotion</u> - Platform ideas:</p> <ul style="list-style-type: none"> ○ Radio, Breeze ○ Torbay Times (Online) ○ Spotlight (TV) ○ Social media ○ Display Boards – Community Partnership Hustings Events ○ Posters/Leaflets –Logo and clear messages to be agreed. Distributed out into each area by Community Partnerships and Community builders. <p>Key Messaging: Protect/Save Green Space/trees – Vote Yes Message to be clear that it is a Torquay Neighbourhood Plan and not a Torbay Council Plan.</p> <p>Suggested quantities: A3 - 100 A4 – 1,000 A5 - 15,000</p> <p>Community Centres, Community Notice Boards, Local Shops, GPs, Post Offices, Pubs, Care homes, Libraries Partington Print were suggested to create artwork and print accordingly.</p> <ul style="list-style-type: none"> ○ Postal vote begins 17th April ○ Expenses start 19th March, 2019. Any costs submitted prior to this date cannot be charged as expenses. <p>ACTION: LB to liaise with David Gledhill, TCDT MarComms, re Facebook promo training. Setting targeted area for Facebook Boost. Create schedule of key messages to promote at key times Tag in local groups, Community Partnerships, Contacts to drive awareness. TC will provide introduction.</p> <p>ACTION: Quote to be sourced from Partington print for design and printing of leaflets.</p> <p>ACTION: Proofs of poster artwork to be drafted and circulated for comments, by the group, prior to next meeting (04/03/19). LB</p>

	<p>ACTION: Community Builders to help distribute out in to the community and liaise with each Community partnership chair to ensure all areas are covered. TC</p> <p>ACTION: CD to contact Sophie Pierce at Radio Devon/Spotlight to talk about the Neighbourhood Plan. Ideally promote c.10th-12th April.</p> <p>ACTION: Press release to be written and circulated – LB</p> <p>ACTION: Kevin Fosters Office to be contacted to appraise of plan – LB</p> <p>ACTION: Contact each Community Partnership to request Neighbourhood Plan stand be included in any arranged Hustings events.</p> <p>ACTION: A standard presentation to be created for CPs to deliver. A consistent message which can be adapted for each ward. Display board categories to be decided (to include introduction explanation paragraph). LB will liaise with Steering Group for comments.</p> <p>A breakfast meeting is held at The Grand, once per month at 7.30am. Invited speakers can talk to a usually well attended business forum.</p> <p>ACTION: Torbay Business Forum Breakfast to be explored. LB to speak to DC re attending.</p> <p>LB was thanked by the group for all his hard work and contribution.</p>
6.	<p>Next meeting and AOB</p> <p>The next meeting will take place on: Monday 4th March, 2019 (6.30-8.30pm) at TCDT Office in Temperance Street.</p> <p>Meeting closed at 8.15pm</p>