

**Notes of the Neighbourhood Plan Meeting  
held on 8<sup>th</sup> June 2011 at Bay Coffee Company on the Quay at 7.30pm**

**PRESENT:** (in the chair) Cllr. Jackie Stockman (JS)(Torbay and Brixham), Pat Steward (PS) (Torbay Council), Tracy Brooks (TB) (Torbay Council), Cllr Mike Morey (Torbay and Brixham), Cllr Brian Harland (Brixham), Stan Bolt (Brixham resident and architect), Ruth Johnson-Bolt (Brixham resident and teacher), John Ingram (Brixham Resident and businessman), Adam Billings (AB) (Churston resident and banker), Keith Williams (Brixham resident and businessman), Cllr Matthew James (Torbay and Brixham, YES member), Olive Farnham (Brixham Community Partnership), Cllr Paul Addison (Brixham and businessman) and Ki Barnes (KB) (Brixham Town Clerk).

	<b>Action</b>
<p><b>1. Welcome:</b> The Chairman welcomed everyone to the meeting and there were round the table introductions from everyone present.</p>	
<p><b>2. Neighbourhood or Town Plan?</b> It was agreed that the plan should now be a Neighbourhood Plan rather than a Town Plan.</p>	
<p><b>3. Inclusion of the Churston and Galmpton area into the plan:</b> It was agreed that if the residents of Churston and Galmpton (C&amp;G) wished to be included in the Brixham Neighbourhood plan they would be welcome and are invited to join in. This is to be put to the residents for their views. Once residents views have been ascertained the boundary edges for the plan would be determined (overlap areas with neighbouring areas are expected).</p>	<p><b>AB to put to CP meeting and report back</b></p>
<p><b>4. Creating a Forum and terms of reference:</b> The Town Council must be the lead on a neighbourhood plan but it can create a Forum to delegate the work to and membership of that Forum would be open to the all members of the community. Draft incomplete terms of reference were tabled and members were asked to read and comments/ suggestions be emailed to KB Town Clerk.</p>	<p><b>KB to compile comments and bring to next meeting</b></p>
<p><b>5. Formal request to Brixham Town Council to create a Forum:</b> It was agreed to formally request Brixham Town Council to create a Forum at the next Council meeting.</p>	<p><b>JS to put to Brixham Town Council</b></p>
<p><b>6. Funding Holder:</b> The front runner award of £20,000 to create the Neighbourhood Plan is to be held by Torbay Council. The procedure for accessing the money for plan events etc has to be put in place</p>	<p><b>PS &amp;TB to arrange procedure in place for accessing the funding</b></p>
<p><b>7. Budget for production of the plan:</b> A draft budget was tabled. PS expressed the view that a budget should not be set and that residents of the neighbourhood should be asked to contribute to increase the fund. Volunteer time to be counted as funding in kind. The requirement for a referendum was discussed as this was the highest projected cost.</p>	
<p><b>8. Administration:</b></p>	

Torbay Council would facilitate and administration required and to compile any writing presented by working groups. The group can/will also undertake administration as required. Town Clerk to be used as a central contact point.

**9. Scope of the Plan:**

The scope of the plan is to cover all aspects of community life and sustainability including, but not limited to, Climate change, health, sport, leisure, transport, Planning, the Environment, Heritage, faith, youth and commerce.

**10. Membership of the Forum and Steering group:**

It was agreed that the steering group should be an over all group with a tight membership but not too restricted on numbers and that the Forum is open to all and can be flexible in the length/ term and numbers of members taking into account single issues and specific topics where there might be specialist knowledge.

**11. Officers required:**

It was agreed that a Chairman, secretary, vice chairman and finance controller were required. These officers could not be put in place until the inclusion of C&G area was finalised and if C&G joined the Forum then the Vice Chairman should come from residents of the opposite area of the Neighbourhood than that of the Chairman.

**12. Partnership working:**

Groups to be contacted for included in the forming of the plan were given as:

Sports Council

Countryside Trust

Faith groups

Torbay Coast and Countryside Trust (Dominic Ackland)

Residents associations

Brixham Tourism Partnership

Harbour authority (Paul Labistour)

Galmpton Residents Association

Broadsands and Elberry Residents Association

**13. Any Other Business:**

**(a) Method of reporting progress:**

It was agreed that a web page on the Torbay Council should be set up for the plan. Town Council to update.

It was agreed that a Facebook page be set up

**(b) Dawlish Neighbourhood Plan:**

PS to contact Dawlish to ascertain the date of their next steering group meeting so that a member of this steering group could attend to observe their method of working.

**15. Date of Next Meeting:**

Wednesday 6<sup>th</sup> July 2011 at 7pm at Bay Coffee Company, Brixham.

There being no further business the Chairman closed the meeting at 9.40pm.

**PS to  
organise a  
web page is  
set up on  
TBC site.  
JS to arrange  
a facebook  
page is  
opened**