



TORPOINT NEIGHBOURHOOD DEVELOPMENT PLAN

MINUTES of a meeting of the Torpoint Neighbourhood Development Plan (NDP) held on Monday 6th July 2015 at 7.00pm in the Committee Room, 4 York Road, Torpoint.

PRESENT:, Mrs Andrea Johnson (Chair), Jon Sands (Vice-Chair), Eddie Andrews, Mike Briggs, Gloria Courts, Gary Davis, Chris Goodman, Clare McCallum, Debbie Marks, Sheena Morton, John Osborn, Mike Pearn MBE, Rob White, Tony Walsh and the Assistant Town Clerk, Milly Southworth (ATC)

The Chair welcomed Brian Hobbs who was attending the meeting in his role as Cornwall Councillor and Torpoint Councillor.

21-15 NDP Apologies for absence

Apologies for absence were submitted on behalf of Jon Cowd, Andrew Evans, Pete Hamlyn, Lisa Hocking, William Pixley and John Tivnan.

22-15 NDP Declaration of Interest relating to items on the Agenda

None.

23-15 NDP Minutes of the previous meeting

The minutes of the Torpoint Neighbourhood Development Plan meeting held on Monday 8th June 2015 were approved.

24-15 NDP Matters arising from the minutes

a) Terms of Reference:-

Issued via email to all members.

b) Press Release with analysis of results:-

Issued and published in the Cornish Times on Friday 3rd July 2015.

c) Report to Council May 2015:-

Issued via email to all members.

d) Logo:-

Members all agreed to use the new logo drafted by Jon Cowd, this will now be forwarded to Torpoint Town Council for approval. The Chair gave thanks to Jon for the work undertaken. The logo will now be used on the website and can be added to Agendas, Minutes and any future Publicity/banners that are ordered in the future.

25-15 NDP Report from the Chair

a) Tender submission: - The Chair explained that Gary Davis will present an update on this later in the meeting.

b) Survey analysis is ready to be handed to the planners and a downloadable document is available to those looking to view this information, Gary Davis, John Osborn and Tony Walsh asked to receive a copy of this information.

26-15 NDP Publicity/Correspondence

a) Carnival event:-

Saturday 12th September is the Torpoint Carnival to be held at Cambridge Field with a procession around the town. All agreed that the NDP needs to run a stand/stall, to give a profile at this annual event. Volunteers to help at the event include Eddie Andrews, Gary Davis, Chris Goodman, Andrea Johnson, Lisa McCallum, Debbie Marks, John Osborn, Jon Sands, Tony Walsh, Rob White. Jon Sands indicated that Lisa Hocking is likely to volunteer for this event as she is a member of the Communications Group. A presence at the forthcoming Lions Fayre was discussed, it was agreed that as this event is in two weeks' time it would be too short notice to arrange information for a stand/stall. It was proposed to purchase polo shirts for the volunteers to wear at the Carnival and any other future public events to promote a corporate image, which would include the new NDP logo. A gazebo would be needed, it was agreed that it is hoped to borrow one for this event. Comments were made about the lack of publicity in the past for the carnival event, it was explained that the event organisers are meeting this week, so there will be plenty of opportunity and time to ensure sufficient publicity for this event.

Rob White explained having recently attended an event in Ivybridge, Devon where he was handed a draft version of their Neighbourhood Plan, the ATC agreed to disseminate a copy to members with the minutes, **Action ATC.**

b) Website:-

The Chair reported that the NDP website is now live and invited all members to check the website and give feedback to the ATC. The NDP website will be then be launched via social media and the Torpoint Town Council website next week. **Action ALL.** The ATC explained that additional photographs are needed for the website and agreed to contact those members who are willing to take some local photographs and then give permission for publication on the website. Members suggested that it would be a great idea to use some old photos of Torpoint which could be accessible from Torpoint Archives. **Action ATC/Lisa Hocking/Gary Davis/Jon Sands.**

c) Tetlow King Planning – Monitoring Report request

Chair noted the email received, it was suggested that contact is made with Cornwall Council to verify the request made from this organisation before providing a monitoring report, **Action Chair.**

27-15 NDP Report from sub groups

a) Project Plan:-

Rob White revisiting the current project plan to ascertain any changes/updates needed. Members noted that various activities are now completed and some are still in progress. To identify key partners and stakeholders including potential developers and land-owners is still in progress; also information/awareness raising community awareness and analysis of questionnaire responses. Agreed to include the second application for funding.

b) Communications:-

Jon Sands reported that the team have not needed to meet recently, with the carnival forthcoming meetings may be required in the future. The Chair reported that a press release has been

compiled and was published 3rd July 2015. Members discussed what could be included in the next press release and also talked about other ways to communicate with residents of the town. These include: a stall outside Sainbury's; a stall in the Sports Centre; a stand at Parents' Evenings in the local schools; a stall at a coffee morning at Cornerstone Church – Gloria Courts agreed to look into possible dates for this, **Action GC**. The Chair agreed to update the NDP Facebook page launching the website, once feedback has been received from members of the steering group.

c) Data Entry:-

The Chair once again gave very grateful thanks to all the data entry team who had input the paper based surveys. The analysis of comments will be shared as per minutes 25-15 NDP (b).

28-15 NDP Update on Agency Selection and Appointment

Gary Davis explained that eleven planning companies had been contacted, using the list compiled by the NDP small group who met to draft the tender documentation. From the eleven, three firms made contact and one firm submitted a valid tender within the specified timeframe. There was some uncertainty, Awards for All the grant funding body were contacted and who approved it had been a competitive tendering process and therefore members make their decision with only the one bid. Councillors approved the tender bid for "A Vision for Torpoint" and Clifton Emery have been appointed as planning consultants. The funding received from Awards for All – Big Lottery Fund is £10,000 and the tender received falls within the funding figure quoted. Gary Davis detailed to members the appointed planners three stage plan, clarifying that according to their timescales it is expected that the consultation for "A Vision for Torpoint" will be completed by 23rd January 2016, which is when the grant funding for this project needs to be completed. Gary Davis detailed other documents, which have been compiled in the past, which the planners will use. Explaining that the appointed planner Clifton Emery Ltd. are currently working with Antony Estates; a member indicated that the group may need to check that any potential conflict of interest does not occur.

29-15 NDP Financial Update

a) Grant funding:-

Currently awaiting a decision following the application for further grant funding, members will be advised of the outcome in due course.

b) Invoices for payment:-

Royal Mail £4.65 plus £0.93 VAT has been approved by Torpoint Town Council, this was for two return of paper based surveys, after the deadline date.

Torpoint Community College £14.59 plus £32.92 VAT printing of student survey booklets this will be submitted to Torpoint Town Council for approval for payment.

30-15 NDP Report to Council

Members gave suggestions for additions to the report to Council, including:

Achievements: logo (although awaiting final approval from TTC), agency appointment, website, press release, attendance at carnival confirmed.

Next month: initial work towards "A Vision for Torpoint", detailed analysis of survey results, communications group to meet, logos and photos to be added to the website.

Insights: update the number of Facebook likes

Risks: Managing public expectations of what the plan may contain, particularly service provision and land use; opposing public opinion regarding housing; potential conflict of interest with Town Planners and local land owners.

Brian Hobbs commented that in his opinion he felt that the NDP steering committee appeared to be a very positive working group of members and added that he will be reporting this back to Council. Members discussed the forthcoming press release and it was suggested that one highlighting the results from the question suggestions for Torpoint could be explored and published, **action Chair**. It was also proposed that what the residents of Torpoint do not want to see could be published in more detail. It was noted that for future questionnaires the topics of Sports and Culture need to be separated as these are different areas which need exploring. Members talked about the importance of managing the expectations of the residents when issuing press releases; much discussion ensued regarding the possibility of a swimming pool for the town. It was noted that the Sports Action Group is a useful reference for this as it has been on their agenda for many, many years. Members also debated the need for housing in the town, again trying to manage the expectations of the residents.

31-15 NDP AOB

a) Torpoint Nursery & Infant School - The School Council's Vision for Torpoint.

Members were shown a short film produced by the School Council, detailing what they currently like about Torpoint and also what they would like to see improved. Members were delighted with this and asked for the Chair to write to the School Council to thank them for their efforts and also to ask the school permission to publish the short film on the website and also social media, the ATC volunteered to ask for permission, **Action ATC**.

b) Coastal Community Initiative

Gary Davis explained that Torpoint Town Council were working with other local Councils and organisations in the Rame Peninsula and Cornwall Council and had recently submit a bid for funds for this local initiative. The outcome of the bid is expected within the next three weeks.

c) Cornwall Gateway Community Network Panel Meeting

Gary Davis informed members that the next meeting of Cornwall Gateway Community Network Panel is being held on Thursday 23rd July, 6.30pm at Torpoint Council Chambers.

32-15 NDP Date of next meeting Monday

The meeting closed at 8.55pm.