



## **TORPOINT NEIGHBOURHOOD DEVELOPMENT PLAN**

MINUTES of a meeting of the Torpoint Neighbourhood Development Plan (NDP) held on Monday 10<sup>th</sup> August 2015 at 7.00pm in the Committee Room, 4 York Road, Torpoint.

**PRESENT:**, Mrs Andrea Johnson (Chair), Eddie Andrews, Jon Cowd, Gary Davis, Clare McCallum, Sheena Morton, John Osborn, Mike Pearn MBE, John Tivnan, Rob White, 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.

### **33-15 NDP Apologies for absence**

Apologies for absence were submitted on behalf of Jon Sands (Vice-Chair), Mike Briggs, Gloria Courts, Andrew Evans, Pete Hamlyn, Lisa Hocking, Chris Goodman, Debbie Marks, William Pixley and Tony Walsh.

### **34-15 NDP Declaration of Interest relating to items on the Agenda**

None. The ATC highlighted that four members of the steering group need to sign their Declarations of Interest form.

### **35-15 NDP Minutes of the previous meeting**

The minutes of the Torpoint Neighbourhood Development Plan meeting held on Monday 6<sup>th</sup> July were approved.

### **36-15 NDP Matters arising from the minutes**

a) Ivybridge, Devon draft version of their Neighbourhood Plan:-

A link to this document had been circulated via email.

b) NDP website:-

Members given feedback on the website, ATC to review comments and make changes where appropriate. The ATC has obtained two old photos of Torpoint from the Archives and these will be uploaded.

c) Tetlow King – Monitoring Request:-

Following this request the Chair has made contact with Cornwall Council, Torpoint NDP has not been chased for this information therefore will supply if a subsequent request is made.

d) Cornerstone Church availability:-

Gloria Courts has provided availability for Cornerstone Church to the Communications group.

e) Press Release:-

Has been issued.

f) Torpoint Nursery & Infant School – Vision for Torpoint short film:-

Verbal permission has been given to publicise and it is now uploaded to the website home page. Sheena Morton explained that she understands Carbeile Junior School has provided their own response to the question, the ATC agreed to check with the Headteacher, **action ATC**.

### **37-15 NDP Report from the Chair**

a) Meeting with the planners: - The Chair explained that the initial meeting held with the planners on 20<sup>th</sup> July 2015 was a very useful meeting detailing all the documentation already provided to them and also highlighting where further documentation would be beneficial. Representatives from Clifton Emery design Ltd seemed pleased that the initial questionnaire analysis was already completed and in a workable format as it appears that where they have undertaken similar work this has not always been provided at the start of the process. The meeting concluded with an interactive session where all those present mapped out specific locations in the town, alongside the planners. Subsequently, the tour of the town was arranged and the Chair explained that John Osborn will provide a summary of the tour later in the meeting.

### **38-15 NDP Publicity/Correspondence**

a) Mini stalls/roadshows around the town:-

As these have not been co-ordinated, i.e. locations; who is going to ask permission at the locations; who is going to volunteer to staff each one; who is going to timetable, it was agreed that although these will be very useful to hold around the town, the organisation of deferred until after the Carnival event has taken place.

b) Advertiser:-

Discussed running a one page publicity article in the September issue of the Advertiser, cost for this is £500. The ATC explained that the deadline for copy is Monday 17<sup>th</sup> August for the September issue. Members agreed that this is too short notice and therefore suggested that a shorter press release is compiled for this issue, the Chair agreed to action this. **Action Chair (by deadline)**.

c) Carnival event:-

Saturday 12<sup>th</sup> September is the Torpoint Carnival to be held at Cambridge Field with a procession around the town. Reaffirmed that the following have all volunteered to help at the event: Eddie Andrews, Gary Davis, Chris Goodman, Andrea Johnson, Lisa McCallum, Debbie Marks, John Osborn, Jon Sands, Tony Walsh and Rob White. It is anticipated that Lisa Hocking will also volunteer to help. Items required:

- Gazebo – Rob White offered the loan of a gazebo 16" x 8", free of charge, this is greatly appreciated
- Tables and Chairs – Loan of these will be available from Torpoint Town Council
- Publicity leaflet is required – Gary Davis offered to draft copy for this, it can include the new logo and an explanation of its design, by Jon Cowd. The Chair offered to provide graphical analysis of some of the key questions from the initial questionnaire. The roadshow dates could be added, if these are set in time for the printing deadline. All members approved the production of an A4 leaflet, three-fold, colour, back to back, require up to 500 printed copies (these can then be distributed at the roadshows). **Action: Gary Davis, Chair and ATC to co-ordinate the ordering (by deadline)**.

- Maps – Large maps on display of various parts of the town. It was suggested to highlight the areas on the map that might be possible for change/development. Residents could then pinpoint their own suggestions for the “Vision for Torpoint” using map pins.
- Pop up stand – Members approved the purchase of two pop up stands (the same), showing the logos, a headline name Torpoint Neighbourhood Development Plan and the contact details, **action ATC to order (by deadline).**
- Photographs of locations – Members suggested that residents would find it useful to have current photographs of town locations on display (could use the tour guide as locations), **action Gary Davis, Chair and ATC.** A volunteer to take the photographs is welcomed.
- Press releases could be displayed and a copy of the Project Plan, **action Chair and ATC.**
- Members discussed land ownership in town, citing the Allotments and Sainsbury’s as examples. It was agreed that it would be beneficial to have this information at the event, it is unlikely that this could be gathered in time.
- Clothing/Polo shirts for the event – agreed not to purchase, however, lanyards with badges would be useful to provide identity for those volunteering at the event. **Action ATC to order lanyards and action all members to email a photograph to the ATC for the website and also the badge.**
- Table top display boards – Members approved the purchase of one table top display board and one full sized large display board. **Action ATC.**

d) Website:-

There are further updates to be made, including adding the logo, old photographs and photographs of the members. **Action ATC.**

### **39-15 NDP Report from sub groups**

a) Project Plan:-

Rob White revisited the current project plan to ascertain any changes/updates needed. Members noted that various activities are now completed and some are still in progress. Brief discussion took place regarding the possibility of designing and issuing a second questionnaire, it was agreed that it is too early to make a decision regarding this. Sheena Morton reminded members that David Morton would willingly volunteer with the design of this second questionnaire, and also to attend focus groups to gain feedback, if either or both of these research methods are used in the future. Members identified that gathering information in electronic format was much easier than the very labour intensive data entry of the manually completed questionnaires. Rob White agreed to email an updated version of the Project Plan to the ATC. **Action Rob White.**

b) Communications:-

The Chair explained, in absence of Jon Sands, the actions from the recent Communications Working group meeting have been addressed earlier in the meeting.

c) Tour with the Planners:-

Having previously issued detail of the Tour of the Town with the Planners to all members, John Osborn gave his personal impressions of the day. Explaining that he felt it was a very interesting tour, initially to outlying areas via minibus, with stops and then on foot around the lower end of town. Adding, he felt that the tour with the planners was very worthwhile, where lots of pertinent questions were asked and that it was interesting to see the town from the planners’ perspective. Whilst in the lower end of town the tour visited the library, where again questions were asked and

parking was discussed. In summary, it was a most interesting afternoon, where many observations and photographs of the town were taken.

#### **40-15 NDP Update on appointed Planners (meeting 20<sup>th</sup> July 2015)**

Gary Davis explained that the next meeting with the planners is expected within the next four weeks, **action ATC** to arrange, where outcomes will be expected. occur.

#### **41-15 NDP Financial Update**

a) Grant funding:-

Grant application approved for £7,610.00, with a Grant finish date of 20<sup>th</sup> January 2016.

#### **42-15 NDP Report to Council**

The next Council meeting is September, therefore agreed that an email to include a bullet point summary update is issued to all Councillors and the next Full Report is compiled for the September meeting. **Action ATC** to include this bullet point summary update when issuing the minutes.

#### **43-15 NDP AOB**

a) Planners' feedback:-

Jon Cowd asked whether the planners' had given any feedback during the tour of the town and in response it was clarified that the tour was an information gathering session.

b) Town Stakeholders:-

Rob White highlighted the recent announcement by Barclays Bank of the forthcoming closure of the town branch and members sought assurances that the other remaining bank, Lloyds Bank would remain open. Members made a **recommendation** to Council for the land at the bottom end of the town to be discussed, in the hope that assurances could be considered, following this recent announcement from Barclays Bank.

c) New Trains:-

John Tivnan explained following the public announcement for the implementation of new trains in the region, at this stage the sleeper train is being questioned.

d) Coastal Community Team:-

Gary Davis informed members that a Coastal Community Team from Torpoint and the Rame Peninsula had successfully be granted £10,000 of funding to take this initiative further. Adding, that it is anticipated that this funding may be utilised to support the visioning work for the town currently being undertaken by the planners. The next meeting of being held on Wednesday 19<sup>th</sup> August, from 3pm, in the Committee Room of the Council Chambers inviting a representative of the Torpoint NDP group to attend. If anyone interested, contact the ATC by Friday 14<sup>th</sup> August.

#### **44-15 NDP Date of next meeting**

Monday 7<sup>th</sup> September, 7pm, Committee Room, 4 York Road, Torpoint – John Tivnan sent apologies for this meeting.

The meeting closed at 8.41pm.