



TORPOINT NEIGHBOURHOOD DEVELOPMENT PLAN

MINUTES of a meeting of the Torpoint Neighbourhood Development Plan (NDP) held on Monday 7th March 2016 at 7.00pm in the Committee Room, 4 York Road, Torpoint.

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

Also in attendance: Tremayne Carew-Pole from Antony Estate, Cornwall Councillor George Trubody (late arrival) as Vice-Chair of the Coastal Community Team and Chair of the Rame Peninsula Neighbourhood Plan group.

The Chair welcomed all those present to the meeting and invited Gary Davis from the Torpoint and Rame Peninsula Coastal Community Team to give a presentation to the group. Gary Davis provided a summary of the work undertaken to date, explaining the Economic Plan in more detail and giving a brief summary of some of the projects included in the plan. (A copy of the Powerpoint presentation is available on request.)

117-15 NDP Apologies for absence

Apologies for absence were submitted on behalf of Jon Cowd, Lisa Hocking and John Tivnan. The Chair announced Pete Hamlyn has sadly submitted his resignation from the steering group, citing increasing work and family commitments for this decision, he has offered the use of school facilities in the future and wanted to congratulate the group on the success of the project to date. The Chair agreed to acknowledge his resignation, thanking him for his assistance, **action Chair.**

118-15 NDP Declarations of Interest relating to items on the Agenda

None.

119-15 NDP Minutes of the previous meeting

The minutes of the Torpoint Neighbourhood Development Plan meeting held on Monday 8th February 2016 were approved.

120-15 NDP Matters arising from the minutes

a) Informing schools, once the Vision is published. The Chair explained that the Head Teachers' from all the local schools would be informed once the final Vision had been published, **action Chair.**

b) Communicating the Vision, although this has been discussed at the last two meetings, actions have not been agreed to move forward with any of the proposals made. (See Chair’s Report for actions agreed this month.)

121-15 NDP Report from the Chair

a) Vice Chair of the Steering Group:-

The Chair explained that nominations for this post will would be taken again in May this year, members wished to proceed with appointing a Vice Chair at this time. The Chair invited nominations for the vacant position of Vice Chair of the Steering Group. Rob White was proposed by Eddie Andrews, seconded by Gary Davis, there being no further nominations, Rob White was duly elected as Vice-Chair of the Torpoint Neighbourhood Plan steering group.

b) Publication of the final Vision for Torpoint:-

Version II of The Vision document has been received by the Town Council electronically. The Chair explained that Zoe Bernard-John (Cornwall Council) has offered to review Section 6 of the Vision: Recommendations for the Neighbourhood Plan. This details the likely sequence of events associated with the production of the NDP and also makes recommendations about how policies should be developed. It is anticipated that this review, proof reading and further updates/changes are completed in advance of the April Council meeting. Once Torpoint Town Council have formally adopted the document, it will be ready to publicise. The Chair thanked all members of the steering group for their valued contribution to the Vision work undertaken.

The Chair explained the next steps, and indicated that a methodical approach to compiling planning policies for the NDP is the best way forward.

(Chris Goodman and George Trubody joined the meeting.)

The newly appointed Vice Chair re-iterated previous discussions made within the group about setting up a ‘pop up shop’ in the town. The ATC aired caution with this approach, due to the financial implications, as the grant funding had now ended. It was therefore agreed that posters and displays in shop windows would be the preferred option. The Chair highlighted the importance of rejuvenating the Communications working group, and appointing a Chair to this group, which could then co-ordinate all the marketing and publicity for the Vision. Initially agreed meeting date of Monday 14th March. (Post meeting note: to be re-arranged.) A reminder of members: Chair, Gary Davis, John Osborn, Lisa Hocking, Sheena Morton.

The following actions were agreed:

Action	Location	Person Responsible?
Draft Press Release	Publication in local press, social media, website	Chair – AJ
Quotations for Poster Display	Various	ATC
Poster Display	Penntorr Surgery	Mike Briggs
Poster Display	Library	ATC
Poster Display	YMCA Sports Centre	Chris Goodman

Poster Display	Giggling Monkey's	Vice Chair – RW
Stand/Saturday event	Sainsbury's	Eddie Andrews
Empty shop front	Ex Barclays Bank	Vice Chair – RW
Empty shop front	Ex Trowbridges	Vice Chair – RW
Empty shop front	Ex Electrical shop	Vice Chair – RW
Poster Display - all schools	TNIS, Carbeile Junior, TCC	ATC
Open shop front	Town Frier	Tony Walsh

Suggested, where appropriate (Dr's Surgery/Library/Sainsbury's) a comments box could be made available, for residents to give their feedback on the final version of the Vision.

122-15 NDP Publicity/Correspondence

a) Vision feedback:-

Comments on the plan are still being received, considered and acknowledged.

123-15 NDP Report from sub groups

a) Project Plan

The project plan was duly discussed. Members discussed timescales and accepted that a more realistic timescale for a referendum is April 2017, this is assuming that the plan is drafted by May 2016, after which there will be two periods of consultation. It was agreed for the Project Plan be updated to reflect these changes **action Vice-Chair**.

The Strategic Priorities (within the NDP) were highlighted and members volunteered where their skills/knowledge is most appropriate to assist with the writing/compilation of policies:

Number	Strategic Priority	Volunteer(s)
1	Development Requirements	Gary Davis
2	Housing	Andrea Johnson, Rob White
3	Employment	
4	Retail	Mike Briggs
5	Community	Mike Briggs, Debbie Marks
6	Leisure/Tourism	Debbie Marks, Rob White, John Osborn
7	Community Infrastructure Levy	Gary Davis
8	Design & Local Distinctiveness	

Evidence and data gathering – Chair and ATC will be responsible for this.

Tony Walsh expressed concern about the lack of a central point for Arts and Culture in the town, explaining that a question on this had been omitted from the initial resident questionnaire and therefore he felt that it had not been consulted upon; it was agreed to ensure Neil Emery from Clifton Emery Design makes reference to this in the final Vision document – **action Chair/ATC**.

b) Communications

See note 121-15 NDP (b). (Post meeting note: the ATC to re-arrange the Communications group meeting, **action ATC.**)

124-15 NDP Financial Update

The Neighbourhood Plan grant finished on 20th January 2016, total net spend of £5,306.60. Unspent funds returned: £2,303.40. Future spending proposals to be referred to Council.

125-15 NDP Report to Council

The report to Council will be re-instated.

126-15 NDP AOB

None.

127-15 NDP Date of next meeting

Monday 11th April 2016, 7pm, Committee Room, 4 York Road, Torpoint.

OPEN FORUM

The Chair invited information to be disseminated and questions from members of the public.

Tremayne Carew-Pole: The deadline for final bids for the old Fire Station and the old Health Centre (at the bottom of town) is Wednesday 9th March 2016.

In response: Gary Davis explained that although the town will have a published Vision for Torpoint, there are currently no formal development policies in place. The Vice Chair added that it is hoped that whomever the successful bidder(s) is/are for these properties/land, then it is hoped that the town would engage with them. In any event, when future plans are submitted, everyone is able to make comments as part of the formal planning process.

Cornwall Councillor George Trubody: After an initial introduction, George Trubody gave a detailed summary of the progress made to date with the Rame Peninsula Neighbourhood Plan. Explaining that their NP is a combination of working with five parishes, it had taken five years to reach the current stage. Unfortunately, since submitting the NP to Cornwall Council (CC) for screening, CC then forward it to three statutory bodies, who have now given their feedback and recommendations. Detailing the issues the statutory bodies have identified, he explained that it has made the "end" of the NP process very difficult and time consuming, citing a Strategic Impact Assessment and European Habitat's Assessment as being possible needed in the future. George Trubody concluded that he was available to give support to this group and explained that the website has a host of information which may be useful for the Torpoint NDP.

The Chair thanked Tremayne Carew-Pole and CC Georange Trubody for their contributions.

The meeting closed at 9.00pm.