



## TORPOINT NEIGHBOURHOOD DEVELOPMENT PLAN

MINUTES of a meeting of the Torpoint Neighbourhood Development Plan (NDP) held on Monday 6<sup>th</sup> February 2017 at 7.00pm in the Committee Room, 4 York Road, Torpoint.

**PRESENT:** Gary Davis (Chair), John Osborn, Sheena Morton, Odette Norreys, Rachel Tanner BEM, John Tivnan and Rob White (Vice-Chair) and the Deputy Town Clerk - Milly Southworth (DTC).

	ACTION
<p><b>92-16 NDP Apologies for absence</b> Apologies for absence were submitted on behalf of Eddie Andrews, Jon Cowd, John Crago (Town Mayor), Allan Glanville, Chris Goodman, Lisa Hocking, Debbie Marks and Clare McCallum.</p>	
<p><b>93-16 NDP Declarations of Interest relating to items on the Agenda</b> None.</p>	
<p><b>94-16 NDP Minutes of the previous meeting</b> The minutes of the previous meetings held on Monday 16<sup>th</sup> January 2017 and the adjourned meeting held on Monday 23<sup>rd</sup> January 2017 approved.</p>	
<p><b>95-16 NDP Matters arising from the minutes of the meeting held Monday 16<sup>th</sup> January 2017 and the ADJOURNED meeting held Monday 23<sup>rd</sup> January 2017</b> a) Draft document approved for consultation: - Pursuant to minute 82-16 NDP the Chair explained that at the recent Development &amp; Localism Committee meeting of the council held on Thursday 26th January 2017 members <b>resolved</b> the draft Neighbourhood Plan is approved for public consultation during the calendar month of February 2017.  b) Draft consultation: - i) poster – to be completed. ii) Local school publicity: - Sheena Morton has contacted the Head teacher of Carbeile Junior School who will circulate details of the consultation on their weekly newsletter. The DTC will supply Carbeile Junior School and Torpoint Nursery and Infant School with details. iii) Torpoint Community College consultation – the Chair and Vice Chair to consult with the students on Thursday 9<sup>th</sup> February. iv) email to local organisations – to be completed.</p>	<p style="text-align: center;"><b>Jon Cowd</b></p> <p style="text-align: center;"><b>DTC</b></p> <p style="text-align: center;"><b>Chair/Vice Chair</b></p> <p style="text-align: center;"><b>DTC</b></p>

v) printed display boards and draft booklets – approval of drafts discussed at minute number 96-16 NDP (a), Deputy Town Clerk to action and ensure all printed by deadline vi) Facebook/social media updating – to be undertaken	DTC  Rachel Tanner																		
<b>96-16 NDP Report from the Chair</b> a) Planned informal consultation: - The Deputy Town Clerk explained having just taken receipt (the same evening) of a draft copy of the printed display boards (10 in total). Members discussed in detail the design, layout and information, making several suggestions for change. Members suggested a similar sized (A0) print of each of the display boards could be provided, and the public could be invited to add either a “green sticker to agree” or a “red sticker to disagree” with the proposals. Post it notes for comments.  The Chair explained the process for gathering all this information together at the end of each event, identifying all comments will be input to a spreadsheet – the Chair volunteered to produce a spreadsheet for this purpose. Sheena Morton volunteered to undertake some inputting of comments; obtaining spare copies of the Advertiser were suggested. Suggested a rolling Powerpoint, the same as the display boards.  Showing members the NDP website, the draft plan has been uploaded and a comments box is available, which links comments back to the document. Web link: <a href="http://www.torpointplan.org.uk/menu_page.php?id=25">http://www.torpointplan.org.uk/menu_page.php?id=25</a>  A document detailing all the activity and consultation events undertaken since the commencement of the NDP was suggested. Members will provide support as detailed at the following sessions:	DTC  DTC  DTC  Chair/All  DTC  DTC																		
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The Chair re-iterated, assistance from other members at events is always welcomed.																			

<p>b) Next steps: - The Chair highlighted the importance of clarifying next steps once consultation in February 2017 has finished. It was agreed that once the comments and feedback had been input to a spreadsheet, all the feedback would be discussed and considered at the next steering group meeting (Monday 6<sup>th</sup> March). Agreed changes/updates to the draft document will be forwarded to the planning consultant, who will be tasked to undertake the changes/updates. Anticipating the draft Neighbourhood Plan document will be ready for approval by the town council at the March meeting (16<sup>th</sup> March 2017). Following town council approval, it can be submitted to Cornwall Council for SEA (Strategic Environmental Assessment) screening.</p> <p>c) Letter Debbie Marks – steering group member: - The Chair reported receipt of a letter from Debbie Marks indicating her wish to step down from her role on the steering group, due to her commitments on the town Chamber of Commerce. The Chair and members noted thanks to Debbie Marks for her contribution and asked for a formal thanks to be given.</p>	<p><b>DTC</b></p>
<p><b>97-16 NDP Publicity/Correspondence</b></p> <p>a) Press release / Link 2u / Advertiser / Social media: - The Chair detailed the Advertiser having a front page press release, plus centre-spread in Link 2u.</p> <p>b) Cornwall Council – January 2017 e-bulletin (via email): - Noted.</p>	
<p><b>98-16 NDP Report from sub groups</b></p> <p>a) Project Plan: -</p> <p>i) The Vice Chair and members updated the project plan with actions in progress and now completed. The Vice Chair highlighted a question of what consultation/engagement had been undertaken with key stakeholders, mentioning the possibility of consulting with building or property developers. The Deputy Town Clerk explained it may be more appropriate to consult with the local landowner and developers; members suggested inviting representatives from Antony Estates and Huggins Marine to a future NDP meeting, asking for an outline of their future development/housing proposals. The Vice Chair agreed to forward the updated project plan to the DTC for full circulation.</p> <p>ii) Members debated the recent pre-app which was submitted by Devon and Cornwall Police to Cornwall Council for the current police station site.</p> <p>iii) John Tivnan commented having recently attended a meeting at Torpoint Community College and the impact the neighbourhood plan would have on the schools in the town.</p> <p>b) Tidy up Torpoint: - John Tivnan explained a cleaning trailer had been reserved for the Great British Spring Clean event 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> March, although a suitable secure location to store this was required; adding that an article to publicise this had not made the recent Link2u magazine. Members discussed if volunteers had come forward, Rachel Tanner agreed to look into this. Clean up areas have already been identified by the Vice Chair.</p>	<p><b>DTC</b></p> <p><b>Vice Chair/DTC</b></p> <p><b>Rachel Tanner</b></p>

<p><b>99-16 NDP A.O.B.</b></p> <p>a) John Osborn indicated that he understood a local Chamber of Commerce is being formed and highlighted the importance of gaining the support of this group, the Chair agreed to contact the Chair of the group Jamie Watts.</p>	<p><b>Chair</b></p>
<p><b>100-16 NDP Date of the next meeting</b></p> <p>Monday 6<sup>th</sup> March 2017, 7pm in the Committee Room of the Council Chambers.</p>	

The meeting closed at 8.40pm