



TORPOINT NEIGHBOURHOOD DEVELOPMENT PLAN

MINUTES of a **VIRTUAL** meeting of the Steering Group for the Torpoint Neighbourhood Plan held via **ZOOM** on Thursday 9th July 2020 at 4.00pm.

PRESENT: Councillor Gary Davis (Chairman), Councillor Mrs. Chris Goodman (Town Mayor), Councillor Steve Corbidge MBE, Councillor Keiran Moon, Sheena Morton, Councillor John Tivnan BEM and the Town Clerk - Milly Southworth (Clerk).

	ACTION
<p>11-20 NDP Apologies for absence Apologies for absence were submitted on behalf of Councillors Miss Lisa Hocking, Councillor L E Keise, Councillor Miss Rachel Tanner BEM (Deputy Town Mayor) and Rob White.</p>	
<p>12-20 NDP Declarations of Interest relating to matters on the agenda None.</p>	
<p>13-20 NDP Review Sections 2 and 3 of the draft NDP All members participated in the review of sections 2 and 3 of the draft NDP. Clerk to liaise with LRM Planning on the changes, in advance of the deadline and await the next reviewing section.</p>	Clerk
<p>14-20 NDP An update on the collation of Evidence The Chairman and Clerk have met to plan and agree the best way forward with the collation of evidence. The Clerk shared the spreadsheet with members, highlighting that documentation/evidence is being linked to each activity undertaken and collated in an electronic file of evidence. Members understood the spreadsheet / documentation shared, the Clerk to continue the collation.</p>	Clerk
<p>15-20 NDP Correspondence/publicity</p> <ul style="list-style-type: none"> ➤ The website is to be updated – Clerk to action. ➤ The evidence will not be uploaded to the website until all the evidence is collated and agreed by the working party. ➤ No additional publicity is needed at this stage. 	Clerk
<p>16-20 NDP AOB</p> <ul style="list-style-type: none"> ➤ The steering group are keen to 'push on' with the review of the remainder of the draft document, Clerk to ascertain timescales for receipt of the next sections for review. 	Clerk
<p>17-20 NDP Date of Next meeting To be agreed, once the next section of the draft NDP is received.</p>	

The meeting closed at 5.47pm.