



## TORPOINT NEIGHBOURHOOD DEVELOPMENT PLAN

MINUTES of a **VIRTUAL** meeting of the Steering Group for the Torpoint Neighbourhood Plan held via **Zoom** on Thursday 3<sup>rd</sup> September 2020 at 4.00pm.

**PRESENT:** Councillor Gary Davis (Chairman), Councillor Ms Roz Baker (late arrival), Councillor Keiran Moon, Sheena Morton, Councillor Miss Rachel Tanner BEM (Deputy Town Mayor), Councillor John Tivnan BEM and the Town Clerk - Milly Southworth (Clerk).

	ACTION
<b>18-20 NDP Apologies for absence</b> Apologies for absence were submitted on behalf of Councillor Mrs. Chris Goodman (Town Mayor), Councillor Steve Corbidge MBE, Councillor Miss Lisa Hocking, Councillor L E Keise, and Rob White.	
<b>19-20 NDP Declarations of Interest relating to matters on the agenda</b> None.	
<b>20-20 NDP Minutes of the Steering group meetings held 23<sup>rd</sup> June 2020 and 9<sup>th</sup> July 2020</b> The minutes of the previous steering group meetings held on 23 <sup>rd</sup> June 2020 and 9 <sup>th</sup> July 2020 were taken as read, confirmed and will be signed in due course. (Councillor Ms Roz Baker joined the meeting at this point.)	
<b>21-20 NDP Review the draft Site Assessment Report and its related draft tables and maps</b> All members participated in the review of the draft Site Assessment Report and its related tables and maps. All agreed that the draft Site Assessment Report needed no further changes, as presented. The tables and maps were discussed in detail and the Clerk recorded this information to be able to liaise with LRM Planning on the changes, in advance of the deadline and await the next reviewing section. (Councillor John Tivnan BEM left the meeting, due to internet connection.)	Clerk
<b>22-20 NDP An update on the collation of Evidence</b> The Clerk shared the spreadsheet again with members and anticipates forwarding an updated collation of evidence spreadsheet by Friday 11 <sup>th</sup> September 2020.	Clerk
<b>23-20 NDP Correspondence/publicity</b> <ul style="list-style-type: none"> <li>➤ The website is to be updated – Clerk to action.</li> <li>➤ The evidence will not be uploaded to the website until all the evidence is collated and agreed by the working party.</li> <li>➤ A Facebook post is required to share an update of the work being undertaken.</li> </ul>	Clerk
<b>24-20 NDP AOB</b> <ul style="list-style-type: none"> <li>➤ Charrette event to be included on future meeting agendas.</li> </ul>	Clerk
<b>25-20 NDP Date of Next meeting</b> Wednesday 23 <sup>rd</sup> September 2020, 4.00pm, Councillor Miss Rachel Tanner BEM submitted her apologies for the next meeting.	

The meeting closed at 5.15pm.