



TORPOINT NEIGHBOURHOOD DEVELOPMENT PLAN

MINUTES of a meeting of the Steering Group for the Torpoint Neighbourhood Development Plan (NDP) held in the Committee Room, 4 York Road, Torpoint on Tuesday 21st December 2021 at 6.00pm.

PRESENT: Councillor Gary Davis (Chairman and Deputy Town Mayor), Councillor Mrs. Lizeta Fellows, Sheena Morton, Councillor John Tivnan BEM and the Town Clerk - Milly Southworth (Clerk).

	ACTION
<p>25-21NDP Welcome and introductions All introductions were made.</p>	
<p>26-21NDP Apologies for absence Apologies for absence were submitted on behalf of Councillor Miss Rachel Evans BEM (Town Mayor), Councillor Mrs. Kate Ewert, Councillor Mrs. Chris Goodman, Keiran Moon and Rob White (Deputy Chairman).</p>	
<p>27-21NDP Minutes of the Steering group meeting The minutes of the previous steering group meeting held on 21st June 2021 were taken as read, confirmed and accepted.</p>	
<p>28-21NDP Matters arising from the minutes a) Register of Interest Forms (for completion by non-council steering group members): The Chairman explained steering group members, who are not councillors, are required to complete a Register of Interest Form and return to the Clerk, Clerk to email all non-councillors the form for return in the New Year.</p>	Clerk
<p>29-21NDP Update from the recent meeting of Town Team Project Board (TTPB), which is supporting the delivery of the Strategic Outline Case to progress the Lower Fore Street Redevelopment Project. The DRAFT Transport Study had been circulated in advance. The Chairman (Councillor Gary Davis) gave a detailed summary of the work being undertaken to develop a Strategic Outline Case (SOC) for the redevelopment of Lower Fore Street, highlighting the draft (SOC) document is expected to be received from the consultant by close of play today. As part of this work a Transport Study was commissioned, which provides cycle trails and travel hubs proposals and highlights the opportunity to link with the proposed Looe to Cremyll Cycle trail. The Chairman continued, members of the TTPB had recently hosted a visit of Cornwall Council Cabinet members, with a detailed presentation delivered to the Cabinet members. Following this meeting it was highlighted that the Projects being proposed within the SOC will need to be prioritised; with the Governments 'levelling up' agenda, the cycle trail project as well as the proposed jetty for Torpoint will be prioritised ahead of other projects. The Chairman explained the importance of including the results of the Transport Study in the NDP and highlighted the Clerk had sought a fee proposal from the planning consultant for this work. All agreed, the work to incorporate the study in the draft NDP should be undertaken by the consultant and therefore, requests the council proceed accordingly. The Chairman detailed that support from Sheryll Murray MP has been sought, for this work to progress the Regeneration of Lower Fore Street.</p>	Council

<p>The Chairman highlighted that upon adoption, a copy of the Transport Study would be circulated to all NDP members. Sheena Morton volunteered to be the NDP representative at future meetings of the TTPB, should Rob White be unavailable to attend; the Chairman added that the next meeting of the TTPB, to review the draft SOC, is scheduled for the New Year.</p>	<p>Clerk Clerk</p>
<p>30-21NDP Update on the next steps for the development of the Neighbourhood Development Plan: -</p> <p>The Chairman explained the draft document has been updated and circulated, this will now need to be updated again, therefore it is agreed to postpone a full review, until after the next draft is prepared.</p> <p>a) Local Green space Assessment – completion of draft assessment form for 16 sites in Torpoint (in Word)</p> <p>Members agreed to schedule in meetings (planning for a physical meeting), commencing Monday 10th January 2022, at 6.00pm, to complete the draft assessment forms for the 16 sites in the town, and will continue to meet every evening the same week, until this work is complete (apologies in advance from Councillor John Tivnan BEM for Monday 10th January). Action – this information to be recirculated.</p> <p>b) Heritage Assessments – review drafts of Heritage Assessments in relation to the Northern Fringe Allocation Site and the Town Centre Regeneration Site (draft documents as previously circulated): -</p> <p>Members reviewed the Town Centre Regeneration Site Heritage Assessment as prepared by Cotswold Archaeology and discussed the contents in great detail. All Members were pleased to read the recommendations as included in the assessment, highlighting the importance of ensuring only once recommendations are agreed will they be incorporated into the NDP.</p> <p>Members reviewed the Northern Fringe Allocation Site Heritage Assessment as prepared by Cotswold Archaeology and discussed the contents in great detail. All Members were pleased to read the recommendations as included in the assessment, highlighting the importance of ensuring only once recommendations are agreed will they be incorporated into the NDP.</p> <p>The Chairman explained the importance of including the results of the Heritage Assessments undertaken in the NDP and highlighted the Clerk had sought a fee proposal from the planning consultant. All agreed, the work to incorporate the study in the draft NDP should be undertaken by the consultant and therefore, requests the council proceed accordingly.</p> <p>The Chairman summarised the findings of the draft Heritage Assessments, recording thanks to Cotswold Archaeology for this work, making a recommendation to council, by all those present, to approve the findings for incorporation into the draft NDP, with no material change.</p> <p>The Chairman agreed to compile an email to all council members, requesting approval to proceed as previously detailed, in advance of the January 2022 council meeting for the Clerk to circulate, before the Christmas closure.</p> <p>c) An update on the collation of Evidence: -</p> <p>This had not been shared in advance, the Clerk detailed and shared on screen the two documents, which have now been started towards the collation of Evidence: -</p>	<p>Clerk</p> <p>Council</p> <p>Council</p> <p>Cllr Davis/ Clerk</p>

<p>i) Evidence Sources – a summary of the evidence and surveys undertaken, showing the wishes of the community.</p> <p>ii) Consultation Statement – this document develops the story of the development of the Neighbourhood Development Plan and will eventually include all links to documents on the website, whilst having a detailed Appendix, which will include questionnaires, posters, press releases, survey results etc. Members showed their appreciation to the Clerk for her efforts, who was then able to confirm completion of these draft documents by the middle of January 2022, to enable members to agree before submission to the planning consultant.</p> <p>Additional evidence which needs to be included:-</p> <ul style="list-style-type: none"> ➤ Lower Fore Street research, as instructed by Cornwall Council (Clifton Emery Design); ➤ The Jetty Study – as instructed by Cornwall Council; ➤ The work being undertaken on the proposed green spaces allocation; ➤ The Torpoint Transport Regeneration Study; ➤ The Heritage Assessment studies; ➤ The work being undertaken for the Strategic Outline Case (funded by Town Vitality Funding); ➤ Consultation on the Torpoint Transport Regeneration Study. 	<p>Clerk</p> <p>Clerk</p>
<p>31-21NDP Correspondence/Publicity Once the draft Heritage Statements are approved, these can be uploaded to the website and a press release circulated on social media.</p>	<p>Clerk</p>
<p>32-21NDP AOB a) Following a question posited, the Chairman explained it is unlikely the Charrette will be run in the immediate future.</p>	
<p>33-21NDP Date of next meeting Wednesday 19th January 2022, 6.00pm in the Mayor’s Parlour.</p>	

The meeting closed at 7.23pm.