

TORPOINT NEIGHBOURHOOD DEVELOPMENT PLAN

MINUTES of a meeting of the Torpoint Neighbourhood Development Plan held on Monday 11th May 2015 at 7.00pm in the Committee Room, 4 York Road, Torpoint.

PRESENT:, Mrs Andrea Johnson (Chair), Jon Sands (Vice-Chair), Mike Briggs, Jon Cowd, Gary Davis, Andrew Evans, Lisa Hocking, Debbie Marks, Clare McCallum, Sheena Morton, John Osborn, Mike Pearn MBE, William Pixley, Tony Walsh, Rob White and the Assistant Town Clerk, Milly Southworth (ATC)

The Chair welcomed new members to the steering group meeting: Jon Cowd and William Pixley.

1-15 NDP Apologies for absence

Apologies for absence were submitted on behalf of Eddie Andrews, Tracey Cullerton, Chris Goodman, Pete Hamlyn, Jan Hogan, John Tivnan and Denise Van de Griend.

2-15 NDP Declarations of Interest relating to items on the Agenda

None.

3-15 NDP Minutes of the previous meeting and matters arising

The minutes of the Torpoint Neighbourhood Development Plan meeting held on Monday 13th April 2015 were taken as read, with the typing corrections made and signed by the Chairman.

4-15 NDP Report from the Chair

- a) The deadline for return of the paper survey closed on Friday 15th May, currently 774 (summarised below) have been entered by the data entry team, a really pleasing response and a fantastic effort by the team. The following themes are already evident: cleanliness of the town, in particular comments regarding dog fouling, playgrounds, supermarkets have been mentioned by many, with responders either stating they would like another supermarket or conversely they would not like another supermarket. Sport and leisure facilities feature strongly, also the Torpoint ferries and the bus services, along with waste/recycling, adult education, car parking and Fore Street. Responses to, what do you like about Torpoint replies have focused on: the community feel and the wonderful location.
Survey responses to date are: currently 774
130 (17%) responded via Facebook
19 (2%) via TCC Facebook post
1 via email
34 (4%) via the website
Remainder 620 (80%) all via paper survey
- b) Some members of the Town Council recently met with Tremayne Carew-Pole (not at a Council meeting), who is the local landowner, at this meeting he assured those members that he wants to work with the town and also the Neighbourhood Development Plan steering group. He is being kept informed of meetings and there is an open invitation for him to attend the steering group meetings.
- c) Torpoint Town Council has been awarded grant funding of £10,000 from Awards for All to provide a consultation/feasibility study to develop a Vision for Torpoint, in particular the area at the lower end of the town. The Town Council will be asking contractors to submit tenders for this work, once the tender specification has been prepared. Gary Davis explained that as

the project had not commenced within three months of receipt of grant and an email had been sent to Awards to All with clarification that this project is expected to be completed by January 2016, within the project timescales. Some members of the steering group expressed an interest in assisting with the preparation of the tender document, agreeing that this support would be useful the Chair will investigate further and feedback. **Action Chair.**

5-15 NDP Terms of Reference

Due to delays with updating the documentation prior to the April Council meeting, the Terms of Reference having been deferred by the Town Council, will be therefore delayed until the next meeting.

6-15 NDP Report from sub groups

- a) Project Plan: - Rob White (Project Plan Lead) reported that a small team had met to discuss, agree and then compile the Project Plan, this document was then distributed at the meeting. Summarising key sections of the document: First period has been set for the analysis of questionnaires. Work to start on another detailed questionnaire with a planned timescale for development, production, printing and distribution by the beginning of August with a deadline for return by 15th September 2015. The planners will then be expected to work with the steering group once the results of the initial questionnaire have been analysed. On this timeline a referendum is scheduled for the end of September/October, when Cornwall Council require two separate periods of between 8 to 12 weeks. The key date for this project is 31st March 2016, when it is planned to have the draft Neighbourhood Plan document ready to be submitted to Torpoint Town Council. Rob White asked that if timelines are being achieved sooner or later than predicted it is important to let him know, in order for the plan to be updated.

Sheena Morton volunteered her husband, David Morton, who would be willing to give his support and assistance with the design of the second questionnaire.

Andrew Evans queried the timeline for the distribution of the second questionnaire, as it is scheduled for distribution during August, when all the local schools are on holiday. This prompted Gary Davis to report from Chris Goodman that Torpoint Community College are completing the initial questionnaire with all their pupils before the May half-term. Some Year groups are filling in the written questionnaire and others will be completing it on-line. This will already bring delays to the agreed project plan.

- b) Communications: - Jon Sands (Communications Lead) summarised that this group had recently met, as a result a communications document has been compiled, which had previously been distributed to members of the steering group. Explaining that the main current issue which has been identified is how to communicate in a coherent way with the 18 – 30 age group? The Chair confirmed that from the initial data results from the first survey, this is the age group of respondents who unfortunately have not given their opinions. Some suggestions to remedy this, include: talking with people at the skate park and in the town centre, chatting to people in the parks, or in the local pubs. Small focus groups were suggested, along with contacting some voluntary groups, i.e. CHAT, Scouts, Guides, Cadets, St. John Ambulance cadets, to encourage more persons from this age group to give their views. Several members also volunteered to stand at the gates of the schools to increase the number of views of this group. This discussion led members to acknowledge that in order to ensure more opinions are gathered the deadline for return of the paper based questionnaire and online survey would need to be extended. With this in mind an extension until 22nd May

2015 was agreed for both. The Chair will ensure that this update is communicated on Facebook and the ATC will update the website. **Action Chair/ATC.**

Another question identified by the group, is how to communicate with the major landowners in the town? The major stakeholders have been identified, and these also need to be communicated with. If anyone has any information on this please contact Jon Sands.

The Chair reported holding a meeting with the website developer, the Vice-Chair and the ATC where they had viewed the Brixham Town Council website. Showing the site to steering group members, the Chair explained that the group will be asking Torpoint Town Council for their financial approval to update the existing NDP website, to a similar standard as Brixham Town Council. John Osborn explained that this website needs to communicate exactly what the NDP is actually about and also be clear on what it is able to achieve, i.e. managing the expectations of the residents, the Chair agreed to prepare a summary, **Action Chair.**

- c) Data Entry: - The Chair thanked the data entry team for their hard work with entering all the information from each questionnaire. Explaining that this has been a very onerous task, which has been shared by both members and volunteers, which has made the inputting task easier. Having previously summarised the number of questionnaires already inputted by the group the following is a summary of the age ranges of respondents:

Age profile	No. of respondents	% respondents
Under 20's – 15	15	2%
21 - 30	36	under 5%
31 – 40	93	12.5%
41 – 50	134	18%
51 – 60	157	21%
61 – 70	171	23%
Over 71	139	18.7%

Analysis below compares the Torpoint Resident Age Profile against the number of respondents (according to the ONS, Age by Single Year, 2011).

Responses as at 11 May 2015						
Age	Sum of parish	% of parish	Responses	% of responses		
under 20s	1765	22.87	15	2%	Make up almost 23% of residents, but 2% of responses	
21-30	867	11.23	36	4.80%	Make up 11% of residents, but almost 5% of responses	
31-40	822	10.65	93	12.50%	Make up 11% of residents, but 12.5% of responses	CLOSEST REP
41-50	1139	14.76	134	18%	Make up almost 15% of residents, but 18% of responses	
51-60	1158	15.01	157	21.10%	Make up 15% of residents, but 21% of responses	
over 60s	1966	25.48	310	41.70%	Make up 25% of residents but almost 42% of responses	
TOTAL	7717		745			

This analysis clearly supports the knowledge that according to the age of residents against the number of respondents, the group need to encourage more participation from the under 30 age group.

7-15 NDP Report to Council

A summary of the risks identified:

- Age category of respondents to the initial questionnaire, the deadline has been extended in an attempt to resolve this
- This could therefore delay the production and issue of the second questionnaire
- Include some members of the steering group in the tendering process to ensure inclusivity
- Review and apply for further funding

A summary of the achievements:

- Excellent effort by the data entry team to transpose all information from questionnaires exactly as it has been written
- The number of responses to the questionnaire
- Press coverage for the initial launch and issue of the first questionnaire

8-15 NDP Financial Update

- a) The ATC explained that the summary of expenditure until 31 March 2015 shows £3,112 net expenditure from the initial grant of £5,200, therefore the balance of £2,088 will need to be returned to the grant body and the end of grant report has now been submitted.
- b) As well as asking the Town Council for the website to be updated we are waiting for the invoice for the Freepost service used, which they will be asked to approve too.
- c) Gary Davis explained details from the Torpoint Town Council Localism budgets from 2014/15 and also 2015/2016 which have been allocated to the Torpoint NDP. With this in mind it was suggested that the steering group could ask the Council for a working allowance of £2,000, so future expenditure would not need to be approved by Council before purchase, as long as Council Financial Regulations were being followed. This will be added to the report to Council.

Action Gary Davis

9-15 NDP AOB

- The Chair asked if anyone was willing to volunteer with inputting surveys, as there are still some left to do.
- Photographs for the website, a variety will be required, including old photos of Torpoint. Credit will be given to ownership of photos, Lisa Hocking volunteered to undertake this task. It was suggested that a photo competition to be launched, to encourage residents and/or children to win an I-Tunes voucher as a prize.

10-15 NDP Date of next meeting

Monday 8th June 2015, Committee Room, 4 York Road, Torpoint.

The meeting closed at 9.12pm