



## **TORPOINT NEIGHBOURHOOD DEVELOPMENT PLAN**

MINUTES of a meeting of the Torpoint Neighbourhood Development Plan (NDP) held on Monday 7<sup>th</sup> September 2015 at 7.00pm in the Committee Room, 4 York Road, Torpoint.

**PRESENT:**, Mrs Andrea Johnson (Chair), Eddie Andrews, Mike Briggs, Jon Cowd, Gary Davis, Pete Hamlyn, Lisa Hocking, Clare McCallum, Sheena Morton, John Osborn, Mike Pearn MBE, William Pixley and the Assistant Town Clerk, Milly Southworth (ATC)

### **45-15 NDP Apologies for absence**

Apologies for absence were submitted on behalf of Jon Sands (Vice-Chair), Gloria Courts, Chris Goodman, Debbie Marks, John Tivnan, Tony Walsh and Rob White.

### **46-15 NDP Declaration of Interest relating to items on the Agenda**

Mike Briggs declared an interest in an organisation called Penntorr Arts, a local group with the aim on developing a space for the community connected to "Arts".

John Osborne declared an interest in an organisation called Penntorr Arts, a local group with the aim on developing a space for the community connected to "Arts". This group plan on having a stall at the Carnival, therefore Mike Briggs and John Osborne will be sharing between the two stalls.

### **47-15 NDP Minutes of the previous meeting**

The minutes of the Torpoint Neighbourhood Development Plan meeting held on Monday 7<sup>th</sup> August were approved with the following corrections: 38-15 NDP Publicity/Correspondence – change Lisa McCallum to Clare McCallum; Gazebo size is 16' x 8'.

### **48-15 NDP Matters arising from the minutes**

a) Carbeile Junior School:-

Pete Hamlyn explained the school are preparing their response to the consultation question, what is your Vision for Torpoint?

b) Advertiser:-

The Chair was delighted to show the front page of the September edition of the Advertiser where a NDP press release has been printed free of charge. Members commented that this was great publicity for the group and also the forthcoming roadshow events which will be planned.

c) Publicity leaflet for the Carnival and roadshows:-

This will be compiled in time for the deadline for printing before the Carnival event.

d) Pop up stands:-

Two pop up stands ordered and received, displayed at the meeting for all to see. Members were impressed with the quality of the printing and the overall presentation of the stands.

e) Photographs of locations in the town:-

Not yet actioned.

f) Displays for the Carnival:-

Press releases and project plan to be printed for display at the Carnival event – **action ATC**

g) Badges/Lanyards for the Carnival:-

The ATC will prepare badges for steering group members who are staffing the stall.

h) Table top display boards:-

Two blue display boards ordered and received

i) Website:-

Old photos to be uploaded

j) Project Plan:-

The most up to date document has been emailed to members.

k) Seeking assurances from Lloyds Bank following announced closure of the Torpoint Barclays Bank branch:-

A letter in response has been sent to Mike Pearn MBE from Lloyds Bank, the letter was read to members and will be circulated with the minutes – **action ATC.**

#### **49-15 NDP Report from the Chair**

a) Meeting with the planners and stakeholders: -

The Chair explained that unfortunately due to the Summer holiday period, meetings with the planners and key stakeholders in the town had not yet taken place. It is anticipated that these will be arranged this month. The Chair and ATC held a brief meeting with Neil Emery from the appointed planners to discuss what is needed for the forthcoming Carnival event. Reporting from this meeting the Chair explained that Neil Emery had praised the steering group on the high number of responses received to the initial questionnaire. Charts documenting more detailed analysis of this survey have been compiled by the planners and these were passed around the steering group for all to see. Members asked for "residents" to be altered as the data refers only to those who responded, also the charts will need to be printed single sided. The Chair explained Clifton Emery design will provide large maps which will be laid out on tables and the public will be encouraged to add stickers to areas on the town map where they would like to see change. These stickers will reflect the key areas from the charts. The Chair continued that a brief A5 sized questionnaire is being compiled, for the Carnival event and also other roadshows, asking the priority questions: What do you like about Torpoint and also what do you not like about Torpoint? In addition a question over shopping habits is suggested. Members gave proposals for this and the following questions were agreed:

1. Do you do your main grocery shopping in Torpoint or shop online? (please circle)  
Yes/No/shop online
2. If not, where? (location) \_\_\_\_\_

3. What influences your chosen shopping location? \_\_\_\_\_

A box for the completed questionnaires to be placed in will be available and the questionnaire will remain anonymous to encourage more residents to complete it. Gary Davis kindly offered to draw up an Excel template for the results of the questionnaire to be input and the Chair reminded the group that the data entry team would be called upon to input the information after the event –

**Action Gary Davis.**

The group discussed whether or not a second consultation questionnaire to residents would be likely; this will be considered after the roadshows have been held, as there is the possibility that the analysis from the initial questionnaire provides sufficient information.

As this brief questionnaire considers the question of shopping habits, members felt that it would be very useful if any information for a swimming pool in the town could be displayed at the Carnival event. Discussing the build and running costs, also the impact to residents via the precept if the Town Council took on the running of the pool, Gary Davis explained that Pensilva could be contacted regarding the running of their swimming pool. It was felt that it would be useful to manage expectations regarding the swimming pool and it was agreed to contact Chris Goodman to ask if there is any information that could be displayed at the Carnival event – **Action ATC.**

**50-15 NDP Publicity/Correspondence**

a) Mini stalls/roadshows around the town:-

Dates and locations have not been agreed, it is suggested that after the Carnival a timetable is compiled for these to take place. Locations around the town also to be confirmed.

b) Carnival event:-

Members who have offered to assist on Saturday 12<sup>th</sup> September to meet at 10.00am at the Cambridge Field, to assist with putting up the marquee and setting up all the stands/displays. The planners are scheduled to arrive at 12.00 midday. Tables and chairs will be loaned from the Town Council and will be delivered at the field already. Stationery to be ordered, clipboards required and badges will be available for steering group members. A media consent sign will be displayed, as photographs will be taken on the day which will include members of the public.

c) Website:-

Updates to the site are ongoing by the ATC.

**51-15 NDP Report from sub groups**

None.

**52-15 NDP Update on appointed Planners**

Already noted.

**53-15 NDP Financial Update**

Grant application approved for £7,610.00. Pop up stands, display boards purchased. Other items to be ordered for the Carnival and roadshow events.

**54-15 NDP Report to Council**

Agreed to compile the report for Council for September after the Carnival event, when numbers spoken to/consulted with will be known along with a summary of feedback.

**55-15 NDP AOB**

None.

**56-15 NDP Date of next meeting**

Monday 5<sup>th</sup> October, 7pm, Committee Room, 4 York Road, Torpoint.

The meeting closed at 8.15pm.