



TORPOINT NEIGHBOURHOOD DEVELOPMENT PLAN

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

PRESENT: Mrs Andrea Johnson (Chair), Eddie Andrews, Mike Briggs, Jon Cowd (late arrival), Gary Davis, Chris Goodman (late arrival), Pete Hamlyn, Debbie Marks, Clare McCallum, Sheena Morton, John Osborn, Mike Pearn MBE, Tony Walsh, Rob White and the Assistant Town Clerk, Milly Southworth (ATC).

81-15 NDP Apologies for absence

Apologies for absence were submitted on behalf of Lisa Hocking and John Tivnan.

82-15 NDP Declaration of Interest relating to items on the Agenda

None.

83-15 NDP Minutes of the previous meeting

The minutes of the Torpoint Neighbourhood Development Plan meeting held on Monday 16th November were approved with the addition of the Mayor as attending all public meetings on Saturday 21st November 2015.

84-15 NDP Matters arising from the minutes

a) Publicity of public event, add to the Carbeile Junior School Facebook page:-
Completed.

b) Social media funding/publicity sponsorship:-

Completed. The Chair explained this was an effective method of targeting younger aged groups and resulted in increased participation.

c) Filming the public consultation meeting:-

A favourable quotation was received for filming the event from Jack Hodgetts, he subsequently attended and has produced a short film and also a longer film of the public event. In addition a DVD of the full presentation will be available to members of the public to loan out. The short film was shown to members at the end of this meeting, as it has also been uploaded to the NDP website.

85-15 NDP Report from the Chair

a) Public meeting 21st November 2015:-

The Chair thanked all those members who had helped and attended the Vision for Torpoint public consultation event on Saturday 21st November; there had been approximately 150 attendees in total

to all three presentations and this was perceived to be a reasonable turnout to the event. Neil Emery from Clifton Emery Design had given an explanation of the work undertaken to date and outlined what was being presented as a Vision for Torpoint on the display boards located around the room. After Neil Emery's Powerpoint presentation the public were invited to move around the room, look at the display boards and also the maps (in the centre of the main hall), and given the opportunity to ask questions before being invited to give their written feedback on what they had read. The Chair explained that members of the public appeared keen to give their point of view and it is hoped that the feedback from the event will give further "food for thought" to the planners. The planners have been given a copy of all the feedback, in order that they can make any updates to the initial version of the Vision.

The Chair expressed concern that the steering committee is currently operating without a Vice Chair in situ. The ATC will seek guidance on Town Council standing orders over the non-attendance of members. **Action ATC.**

The Chair thanked Pete Hamlyn and the Year 6 children of Carbeile Junior School who have presented two copies of a very detailed document giving their feedback of what Torpoint should look like. The ATC will endeavour to add some of the information to the website in due course.

Action ATC.

b) Further consultation on the Vision for Torpoint:-

Members considered the following options/means for further consultation:

- Questionnaire
- Targeted marketing – asking for views on the top three proposals
- Focus groups
- Newsletter
- Posters displayed around the town
- Advertiser (Torpoint homes only)

(Jon Cowd joined the meeting at this point.)

Gary Davis indicated that policies for the Neighbourhood Plan can be developed via focus groups, explaining that Zoe Bernard-John from Cornwall Council is willing to assist the steering group at this stage. Members debated the various options available, concurring that the aim is to ensure that as many households in Torpoint are made aware that there is a Vision for Torpoint.

(Chris Goodman joined the meeting at this point.)

Members continued to debate using a second questionnaire as a means to disseminate the Vision and discussed the possibility of gaining feedback on the Vision and how this information could then be used to evolve the Neighbourhood Plan. Rob White was of the opinion that residents should be given up to three options, as they have already given their feedback of what they would like to see in the town, to establish what the majority of residents want to proceed with.

Sheena Morton identified the importance of ensuring local businesses are informed, especially if the decision is to undertake a leaflet drop as businesses until now have been excluded from the residential list.

Gary Davis added that having had further conversation with Zoe Bernard-John the policies may now take up to 6 months to develop, acknowledging that this timeline is not in line with the current project plan, indicating that an extension from May 2016 to the early Summer of 2016 for submission of the Neighbourhood Plan to Cornwall Council, is more likely. Rob White responded that he believed this timeline to be too long, adding that he does not believe the Vision covers all the feedback received from the initial consultation.

The Chair invited members to consider the question, "What responses do we want to see from dissemination of the Vision?" Again members debated whether a leaflet manually delivered (by the steering committee plus volunteers) to all residents was a good idea and if so, is feedback needed and also how was the feedback going to be collated. Rob White added that he felt the limitations of the Vision needed to be explained when it is disseminated, giving an example of the swimming pool. A suggestion was made to direct residents to the website to give their online feedback on the Vision.

Chris Goodman explained that the Vision documents could also be displayed at various locations around the town for residents to view, this would then encourage local residents to start talking about the Vision, which could then help publicise it. The following location suggestions were made:

- Sainsbury's / Co-op foodstores
- Local schools
- Doctor's surgery
- Library / Council offices
- A pop up shop, perhaps within the building of the recently closed Barclays Bank
- Residents' windows / Advertiser
- YMCA Sports Centre
- Torpoint Community College have a Christmas Show (Thursday 17th December) a stand could be placed up there.
- Band Hut

Members discussed either running a publicity piece in the Advertiser, although it was probably too late for this, or alternatively including a A4 sized leaflet in the Advertiser to disseminate the Vision, as this will be delivered to all Torpoint homes early in January 2016. It was agreed for the ATC to contact the Advertiser to check timescales for either of these proposals and if there was an urgency to meet deadlines, then take the necessary appropriate action for include in the January edition.

Action ATC.

It was agreed that a meeting of the Communications group should be held as soon as possible, to move these ideas forward. Volunteers for the meeting were sought: Gary Davis, Andrea Johnson, John Osborn, Sheena Morton (along with her husband David Morton) and Rob White offered to attend the meeting. (Post meeting note, after the initial arrangement of the meeting, it was subsequently postponed to until after the Christmas period.)

c) Plans after publication of the Vision for Torpoint

The Chair explained that more work will be required to be undertaken on the Neighbourhood Plan once the draft Vision for Torpoint has been received, by the end of January 2016. This highlighted the need to consider how this would be funded and whether it would be viable to extend the contract with the current consultants and engage with them beyond the end of the current contract. It was noted from a member that the current consultants may not be the most suitable consultants for this work and perhaps Zoe Bernard John could be asked about other partnership arrangements which have worked elsewhere. Although, it was added that the current contractors have been able to point us in the right direction to date. As this future work would cost, members agreed unanimously to request to Council a contract extension to support the production of the detailed policies needed for the Neighbourhood Plan. **Action Chair.** Members added that a quotation for this work could be sought from Clifton Emery Design, to support the suggestion to Council, ensuring that value of money is obtained. **Action ATC.**

86-15 NDP Publicity/Correspondence

a) Carnival and Roadshow events update:-

No further roadshows/events are currently planned.

b) Cornwall Council – Communities and Devolution Bulletin:-

This bulletin has been previously circulated and has some interesting updates, including an Activity map of other Parishes/Towns Neighbourhood Plan progress published in November 2015.

87-15 NDP Report from sub groups

a) Project Plan:-

Very little to update on the project plan. If the decision is to proceed with the distribution of a leaflet, it was suggested that residents should be given the email address and invited to give their feedback to this address.

b) Communications:-

Note 85-15 (b) refers. Following the showing of the short video to members, the ATC will circulate the link of the short video to all members and also Councillors, **action ATC**, and the Chair will upload the link to the Facebook page **action Chair**. It was noted that if posters are used to publicise the Vision around the town, the text font size needs to be increased to assist with reading. It was suggested for the Communications group could consider the proposed “quick wins” and formulate a plan to implement these (post meeting note, this agenda item to be postponed).

88-15 NDP Update on appointed Planners

Members agreed to remove this standing agenda item from future meeting agendas, **action ATC**.

89-15 NDP Financial Update

Current approximate balance available £3,958.34 nett figure, plus additional expenditure expected for public meeting.

90-15 NDP Report to Council

It was suggested that this month the Council report should be the minutes of this meeting, accompanied by a verbal update from the Chair with the suggestion to Council submitted ,as per minute 85-15 (c) – all members agreed.

91-15 NDP AOB

a) Next meeting agenda:-

After discussing the next meeting agenda, it was proposed that the appointed consultants Clifton Emery Design and also Zoe Bernard-John from Cornwall Council are invited to attend this meeting, to give members an opportunity to approve the Vision for Torpoint and also start to map out future projects/next steps – all members agreed. **Action Chair** to suggest to Council that this meeting proceeds accordingly and that all Councillors are invited to attend too.

b) Other communities at referendum:-

Rob White suggested that another Neighbourhood Plan steering group, who have reached referendum stage, are contacted to invite a representative(s) to attend our steering committee meeting, to give their feedback on their experiences, the **Chair agreed to Action.**

c) Rame Peninsula Draft Neighbourhood Plan:

John Osborn had taken a brief look at the Rame Peninsula Draft Neighbourhood Plan and noted that there appeared to be little or no mention of Torpoint in the plan, adding that this appeared to be strange considering the close proximity of the town to the Rame Peninsula.

92-15 NDP Date of next meeting

Monday 11th January 2016, 7pm, Committee Room, 4 York Road, Torpoint.

The meeting closed at 8.45pm.