



## TORPOINT NEIGHBOURHOOD DEVELOPMENT PLAN

MINUTES of a meeting of the Torpoint Neighbourhood Development Plan (NDP) held on Monday 11<sup>th</sup> January 2016 at 7.00pm in the Committee Room, 4 York Road, Torpoint.

**PRESENT:** Mrs Andrea Johnson (Chair), Gary Davis, Clare McCallum, Sheena Morton, John Osborn, Mike Pearn MBE, John Tivnan and the Assistant Town Clerk, Milly Southworth (ATC).

Also in attendance: Kim Brownhill – Torpoint Town Council, Brian Hobbs – Torpoint Town Council and Cornwall Councillor, Jane Heggs, Jamie Watts – Torpoint Mosquito Sailing Club & The Jetty, Neil Emery - Clifton Emery Design Ltd, Neal Jillings – Jillings Heynes Planning Ltd, Zoe Bernard-John – Cornwall Council, Catherine Thomson – Cornwall Council.

The Chair welcomed all those present to the meeting and introductions were made.

### **93-15 NDP Apologies for absence**

Apologies for absence were submitted on behalf of Eddie Andrews, Mike Briggs, Jon Cowd, Chris Goodman, Pete Hamlyn, Debbie Marks, Lisa Hocking, Tony Walsh and Rob White.

### **94-15 NDP Declarations of Interest relating to items on the Agenda**

None.

### **95-15 NDP Minutes of the previous meeting**

The minutes of the Torpoint Neighbourhood Development Plan meeting held on Monday 7<sup>th</sup> December 2015 were approved.

### **96-15 NDP Matters arising from the minutes**

- a) The NDP steering committee are currently operating without a Vice Chair. The ATC explained that as Jon Sands, who was appointed Vice Chair has not been in contact for six months then the position can be replaced. Due to the low number of steering group representatives present, it was agreed to adjourn this item until the next meeting. **Action ATC.** Members were reminded of the decision made from the outset for the Chair to be a representative from Torpoint Town Council and the Vice Chair to be a Non-Councillor.
- b) Some of the feedback from Carbeile Junior School will be uploaded to the website page, **action ATC.**
- c) Distribution of an A4 leaflet in the January edition of the Advertiser. This was achieved.
- d) Prepare more detailed costings for extending the contract to continue working with the planning consultants, to be presented to the Council – The Chair explained that the Council have been kept updated on the current situation with the NDP, however specific costings have not yet been presented to Council.

- e) Short video from public presentation event has been uploaded to the website and a link to it was circulated on Facebook.
- f) Invitations made to appointed consultants and Cornwall Council to attend the next NDP meeting – achieved.
- g) It was suggested that other NDP groups could be contacted to give feedback on their experiences – **action Chair**.

### **97-15 NDP Report from the Chair**

a) Vice Chair of the Steering Group:-  
See minute number 96-15 (a).

b) Publication of the Vision for Torpoint leaflets and distribution of leaflets to businesses:-  
See minute number 96-15 (c). The Chair thanked all those involved with organising the distribution of this leaflet, as the timescales for it to be included in the January edition were exceedingly short. It has been distributed to 3,500 residential homes in Torpoint via the Advertiser.

The Chair reported that the leaflet has already prompted discussion and feedback from residents of the town in the form of emails, comments on Facebook and written correspondence. The Chair asked members to consider how this feedback should be acknowledged and responded to. It was agreed that all email correspondents should be acknowledged and thanked. The Chair suggested that a Frequently Asked Questions (FAQ's) document could be compiled and then uploaded to a prominent position on the website. Neil Emery added that it may be beneficial to explain the status of the recently distributed Vision for Torpoint and provide an explanation of the approach made, clarifying that this is the first version of the document, which will be updated once feedback is gained. All members agreed with this suggestion and the Chair agreed to action the FAQs document and the ATC to respond appropriately to those giving feedback, **action Chair and ATC**.

The Chair detailed two meetings held earlier the same day. The first was a meeting with a representative from the Ministry of Defence (MOD) who was able to help the planning consultants have a better understanding of the MODs land usage in the town. The second meeting enabled key objectives and health and safety/traffic concerns to be discussed with representatives from the Tamar Bridge and Torpoint Ferry Joint Committee staff.

Members were invited by the Chair to suggest how to engage members of the business community in the proposals for a Vision for Torpoint. John Tivnan explained that in the past businesses from the town joined the local Chamber of Commerce, which unfortunately is no longer in existence. He added that he has a contact list of the businesses who were involved. It was suggested that leaflets could be posted/delivered to businesses in the town or emailed, once a list of current businesses is compiled. In addition the local emergency services should receive a copy of the leaflet. **Action Chair and ATC**. Brian Hobbs offered to deliver leaflets to the businesses on the town industrial estate, **action Brian Hobbs**. The library and Hearts café have copies, it can also be made available at the CHAT office. The Chair suggested that large print versions could be made available, another option could be to separate out the text on a separate sheet from the town centre map, **action ATC** to discuss with Clifton Emery Design.

Jamie Watts explained that he is planning to set up a monthly meeting of a Business Networking group, inviting local businesses to attend. The first meeting is to be held at The Jetty on Thursday 28<sup>th</sup> January 2016, from 5pm, he is inviting business representatives and Councillors to attend. Initial thoughts for the meeting to include: adopting a charity and compiling a social plan for Torpoint. Jamie Watts agreed to take leaflets to the meeting of the Business Networking group. (Post meeting note, Jamie Watts extended an invitation to attend the group meeting, Neil Emery accepted the invitation and will gain feedback from local businesses.)

c) Any further distribution:-

Discussed national/larger organisations in the town, (for example Sainsbury's), agreed it would be difficult to seek their feedback.

d) Comments/feedback received:-

The Chair detailed comments received from residents, these include: questions about the proposed hotel, suggestion for an off the lead dog area, queries over housing and the proposed location, footpath by the ferry, waterfront issues. All the feedback is valued and interesting and is being forwarded to the planning consultants for review.

The NDP has been invited to prepare a feature on the Vision for Torpoint by the Cornish Times. All agreed that positive publicity is welcomed, the Chair to compile a press release, **action Chair**.

e) Plans after publication of the Vision for Torpoint:-

To be agreed.

### **98-15 NDP Update from the appointed Planners on the Vision for Torpoint**

Neil Emery gave a explanation of the work undertaken to date using the presentation delivered at the public meetings in November, setting out recommendations and the key strategic priorities for the town, to include stimulating the town centre and celebrating the waterfront. Neil Emery continued that the current Vision details a range of projects which may or may not be included in the final Vision for Torpoint. Each project needs a timeline, this is an opportunity to build momentum to stimulate change, although there will be certain aspects that are beyond control. He added that the unique asset of the town is the waterfront and this could be better utilised in the future. He summarised some of the potential projects and gave explanations for others, e.g. parking in the town. Questions included: possible supermarket locations? Multi-story car park? Pedestrians crossing from Fore Street to the waterfront?

### **99-15 NDP NDP Support from Cornwall Council**

Neal Jillings explained the benefits of using the NDP Toolkit provided by Cornwall Council to assist with the production of the Neighbourhood Plan. The Vision could be a focus for channelling the Community Infrastructure Levy (CIL) which allows funds to be raised from developers undertaking new building projects. Neal Jillings explained that it is anticipated that a Strategic Environmental Assessment will be needed which could lengthen the timeline for completion of the Neighbourhood Plan. Zoe Bernard-John explained that the Vision should be used to consider the next steps of preparing the Neighbourhood Plan, which will detail land allocation. Zoe Bernard-John suggested

smaller focused working groups would work better compiling the policies needed to be in the document. Offering support in the very near future, Zoe Bernard-John detailed an adjusted proposed timeline for the project, suggesting that it is likely to take longer than the steering group originally planned.

To give local businesses time to feedback on the Vision, the Chair suggested an extension is granted on the production of the final Vision for Torpoint, members agreed with the suggestion.

**Chair/ATC action.**

Sheena Morton suggested running small Focus groups could give further opportunity for residents to have their say on the Vision and volunteered David Morton to assist with the organisation of the groups. (Post meeting note, ATC arranged to meet with David Morton to take this proposal forward.)

**100-15 NDP Publicity/Correspondence**

a) Mr M A Watkiss – Vision feedback:-  
See minute number 97-15 (d), noted.

**101-15 NDP Report from sub groups**

a) Project Plan

To be updated at the next meeting.

b) Communications

Agreed to resurrect the communications group and arrange a meeting as soon as possible, **action ATC.** (Post meeting note: the website needs to be updated and changed, ready for the Vision documentation and other information to be uploaded. In addition a mobile friendly page could be developed soon.)

**102-15 NDP Financial Update**

Final month before the end of the NDP grant fund received. All additional expenditure will be accounted for.

**103-15 NDP Report to Council**

Again, minutes of the meeting, accompanied by a verbal update from the Chair with be the basis of the report to Council.

**104-15 NDP AOB**

None.

**105-15 NDP Date of next meeting**

Monday 8<sup>th</sup> February 2016, 7pm, Committee Room, 4 York Road, Torpoint.

The meeting closed at 9.10pm.