



## **TORPOINT NEIGHBOURHOOD DEVELOPMENT PLAN**

MINUTES of a meeting of the Torpoint Neighbourhood Development Plan (NDP) held on Monday 6<sup>th</sup> June 2016 at 7.00pm in the Committee Room, 4 York Road, Torpoint.

**PRESENT:** Gary Davis, Chris Goodman, Lisa Hocking, John Osborn, Clare McCallum, Sheena Morton, Mike Pearn MBE (for John Crago) and the Deputy Town Clerk, Milly Southworth (DTC).

Also in attendance: Odette Norreys (public), Brian Hobbs, Lambert Keise (Deputy Town Clerk), Rachel Tanner

Introductions were given by all present.

### **12-16 NDP Apologies for absence**

Apologies for absence were submitted on behalf of Jon Cowd, John Crago (Town Mayor), Eddie Andrews, Mike Briggs, Debbie Marks, John Tivnan, Tony Walsh and Rob White.

### **13-16 NDP Election of Chairman for the Civic Year 2016–17**

In the absence of a Chair and Vice – Chair, Gary Davis called for nominations for the position of Chairman for the Civic Year 2016-17. Mike Pearn MBE proposed that Gary Davis is elected Chairman for the Civic Year 2016-17. Chris Goodman seconded the proposition and there being no other nominations, Gary Davis was duly elected Chairman for the Civic Year 2016-17.

### **14-16 NDP Election of Vice Chairman for the Civic Year 2016 – 17**

The Chairman called for nominations for the position of Vice Chairman for the Civic Year 2016-17. The Chairman proposed that Rob White is elected Vice Chairman for the Civic year 2016-17 [subject to confirmation by Rob White]. Sheena Morton seconded the proposition and there being no other nominations, Rob White was duly elected Vice Chairman for the Civic Year 2016-17.

### **15-16 NDP Declarations of Interest relating to items on the Agenda**

None.

### **16-16 NDP Minutes of the previous meeting**

The minutes of the Torpoint Neighbourhood Development Plan meeting held on Monday 9<sup>th</sup> May 2016 were approved.

### **17-16 NDP Matters arising from the minutes**

- a) Land and Property Sale – The Chairman provided detail about a person, not local to the area, who was considering the possibility of investing in/purchasing the buildings and land at the lower end of town, who had recently been in contact with the Chairman and Deputy Town Clerk. The

reason given by them for making contact was to find out whether their redevelopment plans were 'in keeping' with the plans for the town. After further consultation, with the Chairman and Deputy Town Clerk, which included forwarding an electronic copy of The Vision for Torpoint, the Chairman now understands that the person has decided not to proceed with submitting a bid to purchase.

- b) Strategic Priority Meeting Housing – first meeting has taken place, see 19-16 NDP (b).
- c) Publication of the Vision – The Vision was presented at the Annual Town (Parish) meeting, which several steering group members attended, copies of the Vision are now available for NDP steering group members and will be located in the library and council offices for residents to view a hard copy.
- d) Torpoint Youth Centre – employment day – The **DTC** to action.
- e) Facebook page – with the departure of Andrea Johnson who managed the Facebook page, Lisa Hocking volunteered to take on updating of the Facebook page.

### **18-16 NDP Publicity/Correspondence**

- a) Cornwall Council – Training:-

John Tivnan, Rachel Tanner and Lisa Hocking are booked to attend a Developing Planning Policies NDP training workshop on 28<sup>th</sup> June 2016.

Sheena Morton and John Osborn gave feedback having recently attended NDP training in Bodmin, Zoe Bernard-John (ZB-J) and Emma Ball from CC were speakers at the event. ZB-J provided some valuable information, however the Powerpoint slides which were promised to be forwarded, have not yet been received – **action DTC to chase CC**. Sheena Morton added that the training was interesting, however, felt that it would have been beneficial to share ideas and experiences from other delegates who are working on NDPs and added that this feedback was given to CC at the end of the session.

The Chairman reminded members that any travelling expenditure for these training sessions would be duly re-imbursed by the Council, to a total ceiling value of £100.00. Members to submit their travel expenditure claims to the DTC, for Council approval, for subsequent re-imburement. John Osborn added that he learned that CC have a six week deadline to reply to the draft of NDP. CC offered to provide a list of organisations which would benefit the steering group contacting whilst compiling the draft NDP - **action DTC**.

Sheena Morton explained that Rob White has made contact with the NDP steering group from The Roseland Plan who have offered to share their ideas (see <http://www.roselandplan.org/>).

- b) My Communities website:-

A new toolkit has been prepared by the body Locality which provides guidance on the use of Neighbourhood Development Orders (we are producing a Neighbourhood Development Plan). It sets out the reasons why these orders should be considered, their possible uses, the process involved and good practice.

[http://mycommunity.org.uk/wp-content/uploads/2016/02/NDO-Guide\\_FINAL\\_260216.pdf](http://mycommunity.org.uk/wp-content/uploads/2016/02/NDO-Guide_FINAL_260216.pdf) to view the toolkit.

## **19-16 NDP Report from sub groups**

### a) Project Plan:-

The Chairman indicated that the project plan will be updated to indicate that the housing group have commenced discussions and will be starting to draft this policy in the near future.

### b) Strategic Priorities:-

Members of the housing priority team (Rob White, Lisa Hocking, John Osborn and Clare McCallum) spent time looking at The Roseland Plan (which passed Referendum on 20<sup>th</sup> August 2015). Sheena Morton explained that as she has now read this plan through, she has identified that there seems to be information which is repeated in the policies.

John Osborn added that since attending the training, in his opinion and from speaking to other NDP steering group members, the housing policy is the most logical one to commence writing first. In addition, throughout the plan document it will need to refer to evidence to support the statements given in the policies. The plan can include a list of desirable projects and there may be an opportunity to 'twin' with another organisation. He continued that the My communities website has a vast amount of information available on it (<http://mycommunity.org.uk/programme/neighbourhood-planning/>).

The next step for this group is a meeting arranged for 17<sup>th</sup> June 2016. It is hoped that an outline of where the group has got to will be outlined at next month's meeting.

Lambert Keise left the meeting at this point.

### c) Communications:-

A summary of activities undertaken and planned activities:

1. Steering group members attend the Annual Town (Parish) meeting to hear the Vision for Torpoint presentation and receive the final document;
2. Facebook page administration to be re-allocated and then updated with progress;
3. Saturday 24<sup>th</sup> September – The Carnival, a year later members felt it would be beneficial to run a stand detailing progress to date;
4. Press release to be issued, as the Vision is now published. Rachel Tanner offered to compile a draft for DTC to issue – **action Rachel Tanner/DTC**. The Chairman suggested that photographs of the pencil drawings from the Vision document could be included in this press release – **action DTC**.

The Chairman identified that the communications group and housing policy writing group have similar members, therefore it was agreed for the group reporting and issues to be combined.

### **20-16 NDP Financial Update**

The DTC explained that although there is an opportunity to apply for £1,000 additional NDP funding, this will be considered when there is the need, as currently there is no expected planned expenditure.

### **21-16 NDP Report to Council**

The Chairman asked members to consider the current Terms of Reference for the steering group, and the quorum numbers for a meeting, explaining the current quorum for the group is one half of members. It is **recommended** that the quorum be reduced to one third of its members, as membership of the group is largely made up of local residents who may have other priorities and are therefore unable to attend meetings on a regular basis.

It was felt that a review of the NDP meeting day and time is considered at the next meeting – **action DTC for agenda.**

The Chairman added that where an update on a subject is required, if members are unable to attend a scheduled meeting, it would be useful to provide a written report to the meeting.

### **22-16 NDP AOB**

a) Councillors attendance at steering group meetings: -

John Osborne questioned the number of councillors who had attended steering group meetings in the past. The DTC replied that since Andrea Johnson's departure there are now five Councillors on the steering group; Cllr Brian Hobbs and Cllr Rachel Tanner attend meetings when they can and Cllr Lambert Keise has attended today's meeting. In addition councillors express an keen interest in the progress of the NDP, however are unable to attend meetings, due to having other council commitments.

b) Availability:

Chris Goodman explained that due to working and volunteering commitments in the town, she becomes more available to assist with the NDP during the summer period.

### **23-16 NDP Date of next meeting**

Tuesday 5<sup>th</sup> July 2016, 7pm, Committee Room, 4 York Road, Torpoint.

### **OPEN FORUM**

Odette Norreys asked to become a members of the NDP steering committee and provided a synopsis of her background and a brief explanation of what she can bring to the group. In addition she added that she would welcome participating in the future housing priority group meetings. The Chairman thanked Odette and it is therefore **recommended** the Council update the membership accordingly.

The meeting closed at 8.35pm.