



## **TORPOINT NEIGHBOURHOOD DEVELOPMENT PLAN**

MINUTES of a meeting of the Torpoint Neighbourhood Development Plan (NDP) held on Monday 5<sup>th</sup> December 2016 at 7.00pm in the Committee Room, 4 York Road, Torpoint.

**PRESENT:** Gary Davis (Chair), Eddie Andrews, Jon Cowd (late arrival), John Crago (Town Mayor), Allan Glanville, Chris Goodman, John Osborn, Clare McCallum, Sheena Morton, Odette Norreys, Rachel Tanner BEM, Rob White (Vice-Chair) and the Deputy Town Clerk - Milly Southworth (DTC).

### **71-16 NDP Apologies for absence**

Apologies for absence were submitted on behalf of John Crago (Town Mayor), Lisa Hocking, Debbie Marks and John Tivnan.

### **72-16 NDP Declarations of Interest relating to items on the Agenda**

Allan Glanville – Declared non pecuniary interest as Co-editor of Kernewek Link.

### **73-16 NDP Minutes of the previous meeting**

The minutes of the Torpoint Neighbourhood Development Plan meeting held on Monday 7<sup>th</sup> November 2016 were approved.

### **74-16 NDP Matters arising from the minutes**

- a) The Chair explained that council had given their support for an application to be submitted by Clifton Emery Design, with support from Jillings Heynes for the most appropriate category in the RTPI Awards for Planning Excellence 2017 Awards
- b) The Chair has spoken to the Chair of the Rame Peninsula Neighbourhood Plan and gained further insight into their requirements for a Strategic Environmental Assessment (SEA).
- c) The Chair detailed the tour of town and subsequent meetings which took place with Neal Jillings on 22<sup>nd</sup> November, to enable Neal Jillings to gain a greater insight into the town. Although the meeting with the Homes and Community Agency (HCA) did not proceed, as having reviewed their portfolio of work, they felt it was appropriate to meet with representatives from Torpoint at this stage.
- d) The DTC explained the planning application PA16/08291 – The Garden Sports and Leisure Club is still being considered by Cornwall Council's planning department, along with plans for the Harbour Lights and also the seafront in front of the current Harbour Lights building.

### **75-16 NDP Report from the Chair**

- a) Update of tour and meetings with appointed consultant:-

The Chair detailed the recent tour of the town, attended by steering group members Allan Glanville, Sheena Morton, John Osborn, himself and the DTC, where the planned projects from the Vision for Torpoint were discussed. Similar to the drive round with Neil Emery from Clifton Emery Design, the Chair explained that the 'meeting' was a great opportunity to answer questions, discuss projects and

consider developmental ideas for the town, in line with the Vision for Torpoint. The Chair explained that Neal Jillings was keen to hear about Thanckes Park and particularly the opportunity to use the Neighbourhood Development Plan as an opportunity to protect the park (and others) from future development. Allan Glanville felt the tour to be very useful to Neal Jillings; the DTC explained the tour prompted further discussion about the development opportunities at the lower end of town, (old fire station and NHS building), indicating that the site is currently “up for auction”.

The Chair explained, following the tour and meetings held, he had proposed to Neil Jillings that having been supplied with plenty of information and community feedback (via the Vision for Torpoint), and once a meeting with Zoe Bernard-John had taken place, then Neal would have sufficient documentation supported by evidence to produce the draft neighbourhood development plan (NDP) strategic policies. This would then allow Neal Jillings to go away and commence drafting of the documents. These would be in accordance with the recommendations made in the Vision document. The Chair displayed what the document could look like, adding that Neal Jillings is hoping to work with Clifton Emery Design to follow a similar format/style to the Vision for Torpoint document. The Chair explained and showed members that the NDP would include a large map, which it is anticipated will map out the location for strategic areas visually. The Chair was minded that disabled access had been mentioned in the past and it was important to ensure that access to buildings/properties for those who have disabled needs, are included in the draft NDP – **action DTC**.

The Chair explained that in consultation with Neal Jillings it is proposed to receive an electronic copy of the draft document by mid-January 2017. The DTC explained that once this document was received it would be circulated to all council and steering group members, with an opportunity to discuss it at the next steering group meeting (the next meeting has been delayed one week to allow this to take place).

b) Award received with Clifton Emery Design Ltd.:-

The Chair was delighted to let members know that Clifton Emery Design (the consultants) along with Torpoint Town Council (the client) were winners in the category Urban Design and Masterplanning at the national Landscape Institute Awards 2016. The Mayor, Andrea Johnson, as previous Chair of the Neighbourhood Development Plan (NDP), the Chair and DTC attended a prestigious ceremony in London on 24<sup>th</sup> November. The Chair explained that a press release has been circulated, by the town council, and lots of publicity was circulated at the time on the NDP Facebook page and personal Twitter accounts, as well as an email issued to Antony Estates. A short clip, photographs and the certificate was shown. Members **recommended** the two NDP pop up banner stands should have the Landscape Institute Awards 2016 logo added to them.

Jon Cowd joined the meeting.

c) To plan the next consultation:-

Assuming the planned deadlines are met the draft document will be circulated via email by 16<sup>th</sup> January 2017. Steering group and council members will then need to review the draft document, any amendments made before circulation for consultation. Agreed the following consultation methods:

- Press release/publicity: Kernewek Link, Advertiser, Cornish Times, social media and website.
- Posters at various locations around the town/schools/library/council noticeboards – **Jon Cowd** volunteered to action (once dates have been approved).

- School pupils in the town to be consulted:
  - Chris Goodman suggested a small number of members of the steering group could visit an assembly at Torpoint Community College, with an opportunity afterwards and during break and lunchtime for feedback – **action Chris Goodman**. There may be an opportunity to have a pop up stand set up at the next Academic Review Day.
  - Carbeile Junior School – **Chris Goodman and Sheena Morton action** to discuss with the Head teacher the best approach for the school pupils to give their feedback.
  - Torpoint Nursery and Infant School - **DTC** action to discuss with the Head teacher the best approach for the school pupils to give their feedback.
- Public events held in the committee room at the council chambers, at a variety of days and times, enabling documents to be viewed (can be on the screen) and consulted upon.
- Emails advising on the consultation to the following groups/organisations: YMCA; Torpoint and Rame Youth Project; WI group; local churches; Dr's surgery; Torpoint Town Partnership; Antony Estates; Huggins Bros Marine and local businesses via the Torpoint Chamber of Commerce - **DTC**.
- Attend the monthly Torpoint Chamber of Commerce meeting – **Chair**.
- Focus groups were proposed, it was suggested that volunteers for focus groups could be sought via the publicity.

Feedback methods, will require inputting to a spreadsheet (*volunteers will be sought – Action all*):

- Free text written response at public events;
- Email written response to DTC;
- Responses from the schools;
- If there is a town event during the consultation period, an opportunity to set up a pop up event is worth considering.

Proposed dates for public consultation events, which will require *volunteers to attend and give guidance to consultees – Action all*:

- Thursday 9<sup>th</sup> February 2017 (morning/lunchtime) – Torpoint Community College assembly and then feedback session
- Thursday 9<sup>th</sup> February 2017 6-9pm Committee Room, Council Chambers (DTC to check availability)
- Tuesday 14<sup>th</sup> February 2017 (half term week) 6-9pm Committee Room, Council Chambers (DTC to check availability); may offer an opportunity during the daytime also.
- Saturday 18<sup>th</sup> February 2017 10am – 2pm Committee Room, Council Chambers – run two sessions (DTC explained Mayor's Charity Ball event is in the main hall in the evening).

It is hoped for public consultation to commence at the beginning of February 2017 for the period of one month.

#### **76-16 NDP Publicity/Correspondence**

a) Press release / Kernewek Link / Advertiser / Social media:-

As minuted, a press release publicising receipt of the Landscape Institute Awards 2016 has been circulated. The Advertiser ran details of the Award on the front page of the December edition.

The Chair suggested and volunteered to upload some pictures of the visionary artwork of the town, from the Vision, to social media over the next few weeks, members supported this suggestion – **action Chair**.

b) Cornwall Council adopted its Local Plan:-

The Chair explained Cornwall Council has adopted the Local Plan on 22<sup>nd</sup> November 2016, email circulated, confirms housing apportionment for Torpoint is 350, link to the documents of the plan is available <http://www.cornwall.gov.uk/localplancornwall>.

c) Neighbourhood Planning e-bulletin November 2016:-

Circulated and noted.

### **77-16 NDP Report from sub groups**

a) Project Plan:-

Vice-Chair agreed to update the project plan, DTC to circulate with the minutes of this meeting **action Vice-Chair/DTC**.

b) Tidy Up Torpoint:-

The Vice Chair detailed a list of proposed areas in the town which would benefit from enhancement, **DTC** to circulate the list. The Vice Chair explained having contacted Torpoint Community College about the possibility of the pupils creating a mural for the corner of Rowe Street – **Chris Goodman** agreed to contact the Art department to establish progress on this matter. Chris Goodman explained that there are lots of volunteering groups around Torpoint and the Rame Peninsula who are all “doing their bit” to clean up the local area, although it appears that the efforts of the different groups are not being coordinated together. Members commented that a group effort, as discussed at the last meeting, The Great British Spring Clean, March 3<sup>rd</sup> – 5<sup>th</sup> 2017 is an ideal opportunity to undertake some planned project clean ups; the Vice Chair added that he was unavailable during that time.

John Osborn highlighted that in his opinion the town required a “Town Manager”, explaining he felt the town would benefit from a paid employee responsible for overseeing the development of the town.

### **78-16 NDP AOB**

None.

### **79-16 NDP Date of next meeting**

Monday 16<sup>th</sup> January 2017, 7pm, Committee Room, 4 York Road, Torpoint, Clare McCallum submitted apologies for this meeting.

### **OPEN FORUM**

None.

The meeting closed at 8.30pm.